

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

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COMDTNOTE 16798
OCT 24 1997

COMMANDANT NOTICE 16798

CANCELLED: OCT 24 1998

Subj: CH-2 TO AUXILIARY OPERATIONS POLICY MANUAL, COMDTINST M16798.3D

1. PURPOSE. This Notice provides changes to the Auxiliary Operations Policy Manual, COMDTINST M16798.3D.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure units under their command overseeing or directing Auxiliary operations and Auxiliarists at all levels become familiar with, and adhere to this publication change.
3. SUMMARY. The changes are primarily a compilation of changes necessitated by the passage of the Auxiliary legislation in 1996. Policy changes and significant modifications to procedures are noted by a vertical line in the non-binding margin.
4. PROCEDURE. Remove and insert the following pages:

Remove	Insert
Pages i thru x	Pages i thru x, CH-2
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Pages 2-1 thru 2-16	Pages 2-1 thru 2-18, CH-2
Pages 3-3 thru 3-4	Pages 3-3 thru 3-4, CH-2
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thru INDEX-13 (RB), CH-2

/s/ T. L. TERRIBERRY
Director of Operations Capability

Encl: (1) CH-2 TO COMDTINST M16798.3D

NON-STANDARD DISTRIBUTION:

Coast Guard Auxiliary
All Auxiliary Operators
All Flotilla Commanders

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COMDTNOTE 16798
MAY 8 1996

COMMANDANT NOTICE 16798

CANCELLED: MAY 7 1997

Subj: CH-1 TO AUXILIARY OPERATIONS POLICY MANUAL, COMDTINST
M16798.3D

1. PURPOSE. This notice provides changes to the Auxiliary Operations Policy Manual, COMDTINST M16798.3D.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure that units under their command which oversee or direct Auxiliary operations and Auxiliarists at all levels become familiar with, and adhere to this publication change.
3. SUMMARY. The changes are primarily a compilation of routine change recommendations made since the manual was first published. Policy changes and significant modifications to procedures are noted by a vertical line in the non-binding margin.
4. PROCEDURE. Remove and insert the following pages:

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CH-1

/s/ RUDY K. PESCHEL
Chief, Office of Navigation Safety
and Waterway Services

Encl: (1) CH-1 TO COMDTINST M16798.3D

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All Auxiliary Operators
All Flotilla Commanders



COMDTINST M16798.3D
AUG 4 1995

COMMANDANT INSTRUCTION M16798.3D

Subj: AUXILIARY OPERATION POLICY MANUAL

1. PURPOSE. This manual provides up-to-date policy guidance for the conduct of Coast Guard Auxiliary operations in a single source. It contains operations policy for surface and air operations, and communications. The Coast Guard shall use this manual to develop, implement, and administer district and region Auxiliary operations programs.
2. ACTION. Area and district commanders, commanders of maintenacne and logistics commands, and commanding officers of headquarters units shall be sure that the units under their command adhere to the provisions of this instruction. Coast Guard Auxiliarists who participate in the operations program shall be thoroughly familiar with the contents of this instruction and take guidance from its provisions.
3. DIRECTIVES AFFECTED. Auxiliary Operations Policy Manual, COMDTINST M16798.3C, is cancelled.
4. DISCUSSION.
 - a. Unit commanders should make maximum use of the Auxiliary in areas including pollution response, marine environmental protection, aids to navigation, augmenting Coast Guard (surface and air) crews, and performing as operations watchstanders. In addition, unit commanders can authorize simultaneous activities as multi-missions or with Coast Guard units. This increases the

operational effectiveness of the Auxiliary and the Coast Guard.

- b. This is a comprehensive policy revision. It comes at a time of significant organizational change within both the U.S. Coast Guard and the U.S. Coast Guard Auxiliary. Legislation pends in Congress which, when passed and signed into law, will require an early revision to this manual. Every member involved in the Operations Program is encouraged to critically evaluate the contents of this manual and submit recommended changes through the chain of command.
 - c. This instruction will help Coast Guard personnel and Coast Guard Auxiliarists to understand Auxiliary operations, and determine appropriate courses of action. The instruction is solely for internal guidance and use by Coast Guard Auxiliary personnel and appropriate Coast Guard personnel. It does not, and shall not be relied upon to create any rights, privileges, duties, or benefits, either substantive or procedural, enforceable at law by any person or entity in any administrative, civil, criminal, or other matter other than that between the Coast Guard and Coast Guard Auxiliary.
5. MAJOR CHANGES. A summary of the major changes in this manual are listed below.
- a. Requires the owner/operator provide the director a proof of ownership that demonstrates the "owner's" authority to offer their facility for use. (Chapter 1, paragraph C)
 - b. Establishes policy on use of Corporate Owned or Multiple-Ownership Facilities. (Chapter 1, paragraph D)
 - c. Establishes policy on use of Special Purpose Facilities. (Chapter 1, paragraph B.9, C, F)
 - d. Clarifies policy on physical requirements for Auxiliarists. (Chapter 1, paragraph L)
 - e. Establishes policy on maintaining Crew Qualifications. (Chapter 1, paragraph M)
 - f. Changes the "Offer of Use in Excess of 72 Hours" survey and inventory requirement to require a survey and inventory anytime the CG assumes custody and control of an offered facility. (Chapter 1, paragraph H)
 - g. Adds a Special Purpose Facility Offer for Use letter format. (Chapter 1, paragraph G)
 - h. Adds requirement that orders be issued to operator only (not owner). (Chapter 2, paragraph A)

- i. Clarifies how the Coast Guard considers Auxiliary time during an extended operation. (Chapter 2, paragraph A.1.c)
- j. Adds authorization to allow a facility to be put on non-reimbursable orders to travel to a vacation spot. (Chapter 2, paragraph A.3.a.(2))
- k. Establishes policy concerning minor damage/loss claims. (Chapter 2, paragraph D.1)
- l. Establishes policy concerning loss or damage to personal property. (Chapter 2, paragraph D.2)
- m. Eliminates requirement to use Special Coast Guard Patrol Signs when CG personnel are onboard. (Chapter 3, paragraph B.1)
- n. Updates policy for issuing orders to indicate that only the operator listed on the orders (not the owner) will get credit. (Chapter 4, paragraph A.2)
- o. Updates policy to limit cross training between Auxiliarists and personnel from organization outside the Coast Guard. (Chapter 4, paragraph A.3)
- p. Establishes requirement for Auxiliary facilities on patrol to have 2-way communications with any Coast Guard unit, Coast Guard Auxiliary unit, or any federal, state, or local agency, or any local marina. (Chapter 4, paragraph C.1.a)
- q. Changes the terminology for operational patrols. (Chapter 4, paragraph C.2)
- r. Clarifies Auxiliary participation in law enforcement type activities. (Chapter 4, paragraphs F.1, 2, and 3)
- s. Changes Auxiliary boat crew fatigue standards to match the Coast Guard standards. (Chapter 4, paragraph F.6)
- t. Adds requirements for Personal Floatation Device (PFD) and survival equipment. (Chapter 4, paragraph F.11 and 12)
- u. Adds definition for and use of Operationsl Support Equipment. (Chapter 4, paragraph F.13)
- v. Highlights the operator's responsibility with regard to crew and facility. (Chapter 4, paragraph F.14)

- w. Highlights the facility operator's responsibilities with regard to crew and facility and guest/passengers. (Chapter 4, paragraph F.15)
- x. Clarifies Auxiliary authority to sign licenses for the use of real property. (Chapter 5, paragraph C.1.d)
- y. Adds new director requirements regarding AUX SARDETs. (Chapter 5, paragraph C.2)
- z. Adds Commercial Fishing Vessel Examination mission requirements. (Chapter 5, paragraph E)
- aa. Adds Marine Environmental Education and Outreach mission requirements. (Chapter 5, paragraph F)
- bb. Clarifies authority for Auxiliary to conduct Safety and Security patrols. (Chapter 5, paragraph G)
- cc. Adds requirements regarding adoption of light houses and other Coast Guard facilities. (Chapter 5, paragraph H)
- dd. Clarifies Auxiliary aircraft missions policy. (Chapter 6, paragraph A.1)
- ee. Explains exemption from compliance with FAR 91.119. (Chapter 6, paragraph H.1)
- ff. Clarifies policy regarding failure to maintain aircrewmember currency. (Chapter 8, paragraph D.6)
- gg. Clarifies the requirement for type accepted equipment and required frequencies for non-marine radios. (Chapter 9, paragraph B.4)
- hh. Establishes a district approved surface facility number call sign system to replace the use of vessel names. (Chapter 9, paragraph C.2.e)
- ii. Establishes a 3-year radio facility inspection period commencing in 1996. (Chapter 9, paragraph J)
- jj. Provides guidance for intercommunications with civilian emergency services and DOD (including the Civil Air Patrol) facilities. (Chapter 9, paragraph O)
- kk. There are numerous other minor policy clarifications throughout this edition.
- ll. To promote clarity, understanding, and readability, this manual will use standardized Auxiliary Program terms and acronyms, defined in Chapter 1, paragraph B.

COMDTINST M16798.3D
AUG 4 1995

6. FORMS/REPORTS. CHAPTER 2, paragraph E, of this manual contains information on requirements and sources for forms. To obtain forms in this manual, see Catalog of Forms, COMDTINST M5213.6 (series).

/s/ RUDY K. PESCHEL
Rear Admiral, U.S. Coast Guard
Chief, Office of Navigation Safety
and Waterway Services

NON-STANDARD DISTRIBUTION:

Coast Guard Auxiliary
All Auxiliary Operators
All Flotilla Commanders

LIST OF EFFECTIVE PAGES

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CHAPTER 1: USE OF AUXILIARY

A. General.

1. **Mission.** The mission of Auxiliary Operations is to provide operational, logistic, and training support to appropriate Coast Guard programs. 14 U.S.C. 826 and 831 authorizes the Coast Guard to use suitably trained Auxiliarists and Auxiliary facilities.
2. **Authority.** Per the provisions of 14 U.S.C. 821(a), the Commandant has delegated authority for Auxiliary administration to other Coast Guard members and to certain Auxiliary officers and members. The delegations pertaining to the Auxiliary Operations program are stated throughout this manual. Delegations and re-delegations authorized in this manual may not be further re-delegated unless expressly authorized herein. Authority delegated to division captains or flotilla commanders per this manual may only be re-delegated to division vice captains or flotilla vice commanders, respectively, with no further re-delegation authorized.
3. **Use.** The operational use of Auxiliarists and their boats, aircraft, and radio stations is encouraged. Such use must be within the scope of this manual.
 - a. The Auxiliary is a volunteer organization promoting boating safety and supplementing Coast Guard units. The Auxiliary also provides services to state and local agencies and the boating public.
 - b. The use of any Coast Guard resource is a command determination by the responsible unit commander. Unit commanders must use Auxiliary resources based only on their capabilities, experience, availability, and Coast Guard need.
 - c. In most cases, unit commanders may use Auxiliary resources only in those areas already authorized by Commandant policy as outlined in this manual. Using Auxiliary resources outside of this policy must be coordinated through Commandant (G-OCX).
 - d. The decision to employ Auxiliary resources is up to the unit commander. However, when consistent with Coast Guard policy, including the Maritime SAR Assistance Policy, Auxiliary resources should be given first priority for Coast Guard missions when active duty or reserve resources are not available and a Coast Guard response is indicated. If Auxiliary resources are not available then alternative resources (for example, Civil Air Patrol,

local agencies, etc.) may be considered.

- e. Unit commanders may assign Auxiliary resources for the following:
 - (1) Qualified Auxiliarists as crewmembers on any Coast Guard cutter or boat (except as coxswain unless paragraph A.3.g applies);
 - (2) Qualified Auxiliarists to train or to assist in training Coast Guard personnel;
 - (3) Qualified Auxiliarists as watchstanders at Marine Safety Office, Group, or Station Operations Centers or Communications Centers;
 - (4) Auxiliary operational facilities to supplement Coast Guard cutter or boat resources.
 - (5) Auxiliary operational facilities to provide area familiarization and other mission related transportation for Coast Guard personnel.
 - (6) Individual Auxiliary operational facilities to duty independent of other Coast Guard resources.
- f. **Auxiliarists cannot be given general police powers or direct law enforcement authority.** Unit commanders may, however, assign Auxiliarists to missions which support Coast Guard law enforcement efforts. See CHAPTER 4, paragraph F.
- g. Qualified Auxiliarists can crew, including the coxswain position:
 - (1) Any boat which the Coast Guard surveys and Commandant (G-CFM) formally gives ownership to the Auxiliary for official purposes; or
 - (2) Coast Guard owned and maintained boats, authorized by Commandant (G-OCS) to be specifically made available for Auxiliary use.
- h. Most Auxiliary facilities are privately owned by individual Auxiliarists. However, the Coast Guard may survey a boat and Commandant (G-CFM) may formally give ownership of the boat, if still in serviceable and seaworthy condition, to an Auxiliary unit. Or, Commandant (G-OCS) may specifically authorize certain Coast Guard owned and maintained boats be made available for Auxiliary use. Both of these category of boats are Auxiliary Unit Vessels (see paragraph B.1) and are considered as "normal" Auxiliary facilities. The facility must meet the requirements

outlined in CHAPTER 5, paragraph J. These boats must also meet the requirements for displaying Coast Guard identification insignia outlined in CHAPTER 3, paragraph E (also see paragraphs B.5 and 6).

- i. District commanders may authorize "one time" deviations from the requirements of this manual for urgent missions only.
4. **Eligibility.** All Auxiliarists may take part in operational activities, subject to prior completion and maintenance of required qualifications. But only facilities accepted by the director (e.g., operational or special purpose) are authorized to be employed on ordered missions. The director is responsible for operational certification of Auxiliarists, their watercraft, their aircraft, and their radio stations.
5. **Organization.** The Auxiliary organization parallels the Coast Guard one. For operational matters, Auxiliary elements are encouraged to work directly with Coast Guard units at their organizational level. In geographic areas without a Coast Guard presence, the director must assume the unit commander role. Table 1-1 illustrates the standard parallel between organizations. Auxiliary operational support of the Coast Guard might include administrative units, such as district offices.

ACTIVE DUTY		AUXILIARY
HEADQUARTERS	<==>	NATIONAL EXECUTIVE AND OPERATIONS COMMITTEES
DISTRICTS, AIR STATIONS	<==>	DISTRICTS/REGIONS
Activities, MSOs, GROUPs, AIR STATIONS, STATIONS	<==>	DIVISIONS
MSOs, STATIONS, AIR STATIONS, MSDs, etc.	<==>	FLOTILLAS

Organization Parallels

Table 1-1

- B. **Definitions And Acronyms.** For brevity, this manual uses common Auxiliary terms and acronyms. For consistency, this manual uses the below terms where there are multiple terms for similar positions or functions.

1. **Auxiliary Unit Vessel.** A boat purchased by the Auxiliary unit for unit use; a boat transferred to an Auxiliary unit as a gift from third parties or from a corporation controlled by Auxiliarists (after appropriate Coast Guard approval); a Coast Guard boat surveyed and Commandant (G-CFM) formally gives ownership to an Auxiliary unit; or

| Commandant (G-OCS) authorizes Coast Guard owned and
| maintained boats be made available for Auxiliary use.
All boats listed in this paragraph may only be used for
authorized Coast Guard Auxiliary missions, including
training, provided appropriate patrol orders have been
issued/authority given by the Coast Guard. These boats
may not be used under any other circumstance or for any
other purpose. See CHAPTER 5, paragraph J.

2. **Crewmember.** General term for an Auxiliarist qualified to be part a surface or air facility crew under orders. This term includes the operator (as defined).
3. **Director (director of Auxiliary).** Coast Guard officer,
| including regional and assistant directors, to whom the
| district commander delegates responsibility for Auxiliary
administration.
4. **Districts.** Inclusive term used to identify both districts and regions, Coast Guard and Auxiliary.
5. **Facility.** Privately owned boat, aircraft, fixed land or land mobile radio station, or fixed land radio direction finding station (RDF). Boats and equipment transferred to the Auxiliary by the Coast Guard also fall into this category (see paragraph A.3.h). Auxiliary Unit Vessels;
| and fixed land or land mobile radio stations, and fixed
| land radio direction finding stations owned by the
| Auxiliary also qualify. In order to attain facility status, an Auxiliarist must own at least 25% of the facility, or it must be an Auxiliary Unit Vessel, or
| radio station owned by an Auxiliary unit. In addition, a facility must also meet published condition, marking, and equipment requirements (identified below).
 - a. The Auxiliary Vessel Examiner Manual (COMDTINST M16796.2 (Series)) contains the equipment requirements for boats.
 - b. CHAPTER 6 contains aircraft equipment requirements.
 - c. CHAPTER 9 contains radio equipment requirements.
 - d. CHAPTER 3 contains facility marking requirements.
 - e. Auxiliary qualifications held by the facility owner(s) have no bearing on the acceptance or status of a vessel or aircraft facility. However, there is a separate qualification requirement for radio facility owners which is an integral part of the determination of whether a radio or radio direction finding station is designated as a radio facility.

6. **Operational Facility.** A facility which must meet specific Coast Guard and district equipment requirements, in addition to those for a facility, and offered for use.
 - a. The owner(s) must specifically offer a facility for use and the director must accept it as an operational facility.
 - b. An Auxiliarist must own at least 25% of a facility before the director can consider it for operational status, or it must be an Auxiliary Unit Vessel or radio station owned by an Auxiliary unit.
 - c. See paragraph Q for restrictions on facilities.
 7. **Operator.** General term for an Auxiliarist in charge of a facility under orders (such as, the coxswain, the pilot, the radio operator, the crew member qualified to operate a special purpose facility, etc.).
 8. **Orders.** Written or verbal orders issued by a unit commander or authorized designee to direct an Auxiliarist(s) or any Auxiliary resource(s) to conduct authorized missions. The order format normally used is the Auxiliary Patrol Order form (CG-5132), but the standard Coast Guard order form may also be used.
 9. **Special Purpose Facility.**
 - a. A motorized (diesel, gas, or electric) watercraft, offered for use, in writing, and accepted by the director. They are designed to transport people and are NOT otherwise eligible for a facility decal.
 - b. Special purpose facilities also include any motorized watercraft carried or towed by a facility which is NOT otherwise eligible for a facility decal.
 10. **Unit Commander.** Active duty Coast Guard command responsible for certain Coast Guard operations in a given geographic area. Unit commanders include group commanders, activity commanders, air station commanding officers, marine safety office commanding officers, and station commanding officers and officers in charge. Unit commanders act as order issuing authorities (also known as call-out authorities) and may also include non-operational units (for example, directors of Auxiliary).
 11. **Vessel(s).** General term used, by itself, throughout this manual where differentiating between floating facilities, operational facilities, special purpose facilities, or Auxiliary unit vessels is not necessary.
- C. **Facility Ownership.** Auxiliarists offering a facility,

including an Auxiliary Unit Vessel, for use (as operational or special purpose) must show proof of ownership during the initial and every subsequent facility inspection.

1. Auxiliarists offering operational or special purpose facilities solely owned by a single Auxiliarist (this includes husband/wife combinations) need only show the Vessel Examiner (VE) their documentation or registration papers during the facility inspection. The VE must then annotate the inspection form to show proof of ownership has been seen.
2. Auxiliarists offering operational or special purpose facilities not solely owned by a single Auxiliarist, including Auxiliary Unit Vessels (except those the Coast Guard gives or loans to the Auxiliary), must submit a copy of the documentation or registration papers along with their Offer for Use to their director. These Auxiliarists must also submit to the director the proper authorization by all owners of the facility to offer it for use (see paragraph D).
3. Corporate and multiple-ownership facilities are further discussed in paragraph D.
4. Auxiliary Unit Vessels offered as operational or special purpose facilities must follow the requirements for corporate and multiple-ownership facilities.

D. Facilities Owned By Corporations Or Partially Owned By Auxiliarists.

1. The director may accept as facilities those boats, aircraft, and radio stations which are partially owned by Auxiliarists or by corporations as operational or special purpose facilities, as defined, after considering the following information before acceptance.
 - a. Determine the legal name of the corporation or other owners and that the facility is properly documented or registered under that name;
 - b. Determine the percentage of corporate ownership of the Auxiliarist or the corporation's connection with the Auxiliary or, in the case of multiple owners of a facility not all of whom are Auxiliarists, determine the percent of Auxiliary member ownership;
 - c. Be presented evidence of an appropriate vote of the board of directors or stockholders of the corporation or documentation from all of the multiple owners authorizing its Offer for Use. (See Appendix C)
 - d. Refer Auxiliarists to Appendix C for a sample format

to document the authorization for Corporate owned facilities to be used as facilities.

- e. In the case of multiple owners of a facility, all of the Auxiliary owners must sign the appropriate Offer For Use form. Non-Auxiliarists who own a part of the facility being offered for use must sign an Assent and Authorization form (see Appendix D for example).
2. Auxiliarists must be aware the Department of Justice (DOJ) is not likely to provide representation to the corporate owner if someone sues the corporation because of Auxiliary related actions. However, DOJ has not, for privately owned facilities under similar circumstances, refused to represent individual owners.
3. Acceptance of corporate or multiple-ownership facilities, including Auxiliary Unit Vessels, as operational or special purpose, must be as follows.
 - a. Directors may accept facilities owned by corporations which are 100% owned by an individual Auxiliarist (normally done for business purposes).
 - b. Directors may accept facilities owned by corporations with multiple stockholders or members in which Auxiliarists own at least 25% of the stock or at least 25% of the members are Auxiliarists.
 - c. Directors may accept facilities owned by more than one person which are at least 25% owned by Auxiliarists.
 - d. Directors must, unless Commandant (G-OCX) grants a waiver, reject facilities owned by corporations in which Auxiliarists own less than 25% of the stock or less than 25% of the members are Auxiliarists.
 - e. Directors must reject facilities owned by more than one person which are less than 25% owned by Auxiliarists.
4. Auxiliarists offering a corporate owned facility, or Auxiliary Unit Vessels, for use as operational or special purpose, must, in addition to other requirements, provide written information that identifies the legal ownership of the facility to the director. Appendix B contains a listing of the minimum information required.

E. Facility Inspection.

1. General.

- a. Directors may authorize appropriate Auxiliarists to

conduct an initial facility inspection at any time (see paragraphs E.2, 3, and 4). After the initial inspection, an inspection of the facility must occur each subsequent calendar year before it goes on a Coast Guard ordered mission. However, the director is authorized to allow facilities accepted the previous year to be employed on boat crew training missions until the annual date set by the director for facilities to be inspected and offered for use.

- b. Directors must ensure each operational facility, including an Auxiliary Unit Vessel offered as an operational facility, is currently inspected and displays the appropriate type of facility decal(s) before performing an ordered mission, except for the training missions noted in paragraph E.1.a.
 - c. Directors must not issue a special purpose facility, including an Auxiliary Unit Vessel offered as a special purpose facility, a facility decal.
 - d. Facilities, including Auxiliary Unit Vessels, must not display any Auxiliary flag or insignia unless currently inspected, with the appropriate facility decal displayed. See CHAPTER 3 for details on flag and insignia display.
 - e. Each director must determine annual district/region facility inspection deadlines and waiver policies.
- 2. **Boats.** Only a qualified Vessel Examiner (VE) may conduct boat facility inspections. This includes inspections of Auxiliary Unit Vessels. VEs must conduct boat inspections per current standards.
 - 3. **Aircraft.** See CHAPTER 6 for details on aircraft inspection requirements.
 - 4. **Radios.** See CHAPTER 9 for details on radio station inspection requirements.

NOTE: Radio equipment installed on operational boats and aircraft is associated boat or aircraft equipment. The initial and each annual inspection must be conducted by the appropriate vessel examiner or aircraft inspector. Inspectors must report inspection findings on the current version of the correct inspection form.

F. Offer And Acceptance Of Facilities.

- 1. Auxiliarists offering their facilities as operational, including Auxiliary Unit Vessels offered as operational, must forward the current Facility Inspection and Offer For Use form to the director for action per district procedures. Auxiliarists offering their special purpose

facilities, including Auxiliary Unit Vessels offered as special purpose, must forward the current Offer For Use letter to the director for action (see paragraph G) per district procedures. See paragraph Q.2.

2. Offers for use which allow non-owner use of the facility (operational or special purpose) must include that authority (see CHAPTER 2, paragraph I). The Auxiliary unit commander must file a "non-owner use" authorization for each Auxiliary Unit Vessel in the Auxiliary unit.
3. The director must provide unit commanders with copies (or summaries) of Offer For Use forms and copies (or summaries) of any appropriate letter(s) (for example, special purpose facility offer for use letters, non-owner use of a facility letters, etc.) submitted for all facilities (operational and special purpose) located within their areas of responsibility.

G. Special Purpose Facility Offer For Use Letter Format. Each year, special purpose facility owners must forward their Offer For Use letter to the director (see paragraph K.2). This requirement also applies to Auxiliary Unit Vessels offered for use, except the Auxiliary unit commander shall sign on behalf of the Auxiliary unit. The following example "Offer For Use" letter shows the basic information that owners must submit.



U.S. DEPARTMENT OF TRANSPORTATION UNITED STATES COAST GUARD AUXILIARY

[date]

From: [name] , [member number]

To: Director of Auxiliary, [specify] Coast Guard District

Subj: SPECIAL PURPOSE FACILITY OFFER FOR USE

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3
(Series)

1. I hereby offer the below listed special purpose facility for use in any authorized Auxiliary mission.

a. [complete description including make, model, motor type, VIN, and registration numbers, as appropriate]

2. This letter is valid for [specify specific time period -- 12 month maximum] , so long as the above special purpose facility continues to be accepted for use or unless specifically revoked by me.

[owner's name and signature]

Copy: [member, member's division, etc.]

___ Accepted ___ Rejected _____

[director check one] [director signature and date]

H. Coast Guard Custody/Control Of Auxiliary Facilities.

1. Auxiliarists may offer custody and control of facilities (boat, aircraft, or radio) to the Coast Guard.
2. This offer applies only when the custody and control of the facility are turned over to the Coast Guard without the owner being on board. Patrol orders are not required for a facility under the custody and control of the Coast Guard and crew assignments (that is, coxswain, crew member, engineer, etc.) will follow procedures of the Coast Guard unit taking custody and control. **Although this change in custody occurs very seldom, and only when authorized by the owner, it is important to have the procedures and resources identified well in advance.**
3. The Coast Guard will ask to take custody and control of an Auxiliary facility only in an emergency situation. These situations usually occur when normal Coast Guard resources are not available or are not sufficient to provide the necessary coverage in an area of operation.
4. Before the Coast Guard assumes custody and control of an Auxiliary facility, the district commander must direct a Coast Guard officer or petty officer to inspect the facility offered.
5. If the facility is found suitable, the Coast Guard representative must conduct a survey and inventory of the facility in a manner suitable to all parties. The Coast Guard representative must provide a written copy of the survey and inventory to the facility owner.
 - a. The director must add the survey and inventory to the appropriate Facility Inspection form on file.
 - b. Use the sample Offer of Custody and Control to Coast Guard format in paragraph R as a guide for the survey and inventory or use a locally developed format. If possible, accompany the survey and inventory with a video tape or photographs of the facility.
 - c. If practical, the Auxiliarist must remove all equipment not necessary for Coast Guard operation of the facility (that is, dishes, linens, etc.).
 - d. If the facility is transferred to the Coast Guard, include miscellaneous items (such as those listed in

paragraph c above) left on board in the survey and inventory. However, if a loss occurs, the facility owner may not receive compensation from the Coast Guard for the miscellaneous items.

6. A facility offered under the above procedures will remain an Auxiliary facility until Coast Guard authority orders it placed into Coast Guard service.
7. Under 14 U.S.C. 827-829, a facility offered for control and transferred to the Coast Guard is a public vessel of the United States and a vessel or aircraft of the Coast Guard, or a government and Coast Guard radio station, as applicable, from the time placed in Coast Guard service until released to the owner(s) or the owner's agent.
8. The facility owner(s) and the Coast Guard representative must conduct a joint survey and inventory upon the return of the facility.
 - a. The owner(s) and the Coast Guard representative must make note of all discrepancies between the original and return survey and inventory. Any problem areas not resolved on the spot must be submitted as a claim for investigation (see CHAPTER 2, paragraph D).
 - b. The Coast Guard representative must take all necessary precautions to protect the interests of both the owner(s) and the United States.

I. Responsibilities Of Directors. The responsibilities and authority contained in this paragraph may only be delegated to other officers on the director's staff, except as noted in paragraph I.7.

1. May grant a waiver to allow operational or special purpose facility designation of corporate owned facilities and those not owned 100% by Auxiliarists (see paragraph D).
2. Must not grant operational facility status to facilities of retired Auxiliarists.
3. Must provide each qualified operator a copy (and all updates) of the Maritime SAR Assistance Policy, CHAPTER 3 of the Coast Guard Addendum to the National SAR Manual (COMDTINST 16130.2 (Series)) (see CHAPTER 4, paragraph F.7).
4. Must verify both the qualifications of Auxiliarists and their facilities relocating to their district/region prior to certifying those Auxiliarists/accepting their facilities to operate. (See CHAPTER 4, paragraph A.4 of the Auxiliary Boat Crew Training and Qualification Guide,

5. As necessary, help coordinate establishment of facility operational limitation standards with active duty and Auxiliary units.
6. Working with the district commodore, must establish a District Aviation Board (DAB) and a Flight Examining Board (FEB), a subset of the DAB. The DAB is normally composed of the DSO-AV (senior member); the ADSO-AVT; the district flight safety officer (DFS0); the senior member of the Flight Examining Board (FEB); and, as operations permit, the active duty aviator designated as the Auxiliary aviation liaison officer. The FEB is normally composed of flight examiners and selected observers.
7. Directors are authorized to re-delegate any authority contained in this manual, consistent with district policy, to other members of the Coast Guard or to members of the Auxiliary except:
 - a. The authority to accept vessels, aircraft, and radios as facilities may only be delegated to other officers on the director's staff.
 - b. The authority regarding facility inspections contained in paragraph E.1 may only be delegated to other officers on the director's staff.
 - c. The authority to use a current (non-operational) facility in emergencies or under special circumstances may be delegated to a Coast Guard unit commander.
 - d. The authority to take appropriate action after an ordered mission is aborted, per paragraph M.3, may not be delegated.
 - e. The authority contained in paragraph N.6 to consider physical capabilities when certifying Auxiliarists for specific operational roles may not be delegated.
 - f. The authority to approve Auxiliary aircraft facility orders may not be delegated (see CHAPTER 2, paragraph A.1.a.(2)).
 - g. The authority contained in CHAPTER 4, paragraph F.13.d.(2), to establish policy, procedures, and requirements for the use of Operational Support Equipment may not be delegated.
 - h. The authority contained in CHAPTER 4, paragraph F.13.e, to publish policy, procedures, and requirements for non-motorized watercraft operation

| and equipment may not be delegated.

- | i. The authority contained in CHAPTER 5, paragraph C.2,
| to publish an OPORDER concerning the staffing of any
| authorized AUXOP station and/or AUX SARDET may only
| be delegated to a Coast Guard unit commander.
- | j. The authority contained in CHAPTER 6, paragraph Q.2,
| to authorize specific aircraft commanders to perform
| aircraft facility inspections may not be delegated.
- | k. The authority contained in CHAPTER 8, paragraph E, to
| award, up-grade, or rescind any designation as an
| Auxiliary aviator may not be delegated.
- | l. The authority to suspend, remove, reaffirm, certify,
| decertify, or downgrade an Auxiliarist's
| qualifications in the operations program may not be
| delegated.
- | m. The authority to appoint Auxiliarists as
| Qualification Examiners, as members to the district
| aviation board, or as members to the flight examining
| board may not be delegated.
- | n. The authority (to the extent authorized) to grant any
| waiver of any requirement in the Operations Program
| may not be delegated.

J. Responsibilities Of Active Duty Unit Commanders.

- 1. Be aware of and use the Auxiliary capabilities in their respective areas.
- 2. Establish a call-out list of qualified Auxiliarists.
- 3. Issue non-reimbursable or reimbursable (subject to funds availability) orders to Auxiliarists for authorized activities. Unit commanders may use the Auxiliary Patrol Order form to issue orders (see CHAPTER 2, paragraph A), including those for Auxiliarists qualified as Crewman and operating special purpose facilities for ordered missions.
- 4. Ensure Auxiliarists are in the proper Auxiliary uniform at all times when accomplishing operational missions. The wearing of hypothermia protective suits, when required, constitutes a "proper" uniform.
- 5. Establish facility operational limitation standards, as necessary, in coordination with the director and local Auxiliary units.
- 6. May approve Auxiliarists to operate special purpose

facilities for an authorized mission. These Auxiliarists must be currently qualified as Crewman or above and have a current rules of the road qualification as defined by published Auxiliary Boat Crew Program requirements.

7. If special purpose facilities are accepted and authorized for use, the director must publish policy, procedures, or requirements covering such use. The following areas should be covered:
 - a. Operation (Auxiliary call sign, when use authorized, operating limitations, setting facility operational limitation standards, etc.),
 - b. Crew (physical, qualification, and clothing requirements, etc.), and
 - c. Equipment (communications, safety, survival, etc.) as required by operating conditions in each district.
8. Consistent with district policy, unit commanders are authorized to re-delegate any authority contained in this manual (note restrictions in paragraph I.7), dealing with the administration of Auxiliary operations, to other members of the Coast Guard or the Auxiliary.

K. Responsibilities Of Facility Owners (FOs).

1. FOs must have their facility inspected annually before the district determined cutoff date or request a waiver from the director.
2. Submit an offer for use for each operational and special purpose facility each year to the director per district procedures. The director must accept the "offer" before use of an operational or special purpose facility may occur, except for training missions noted in paragraph E.1.a. The Coast Guard's liability umbrella will not cover Auxiliarists who use special purpose facilities without receiving an approved "Offer For Use" (see paragraph G) from the director.
3. Provide the inspector proof of ownership as outlined in paragraphs C and D. The owner must present this documentation at the initial inspection and at each subsequent inspection.
4. Maintain the facility with all required equipment in working condition.
5. Immediately advise the director of any significant changes to the offer for use, the non-owner use authorization, the facility, or its associated equipment. The owner must inform the director of these changes by

submitting an updated Facility Inspection form.

6. Remove all Auxiliary decals before selling a facility.

L. Responsibilities of Operators.

1. Ensure at least the minimum number of qualified crew are on board per district policy. (See CHAPTER 4, paragraph C.4.a)
2. Ensure only authorized personnel are on board, in the proper uniform, and wearing PFDs or hypothermia protective clothing, as required. (See CHAPTER 4, paragraphs C.4.c, F.15, and F.20)
3. Ensure the facility is properly equipped and patrol orders have been issued. (See paragraphs B.5 and 6, and CHAPTER 2, paragraph A)
4. Ensure all crew members are capable of performing the mission. (See paragraph N)
5. Comply with crew fatigue standards (see CHAPTER 4, paragraph F.6) and published facility limitation standards.
6. Comply with operational mission requirements. (See CHAPTER 4, paragraph C.4)
7. Assume responsibility for supervising and safely carrying out the ordered mission per current Coast Guard policy.

M. Responsibilities of Auxiliary Officers.

1. The flotilla operations officer, under the supervision and authority of the flotilla commander and vice commander has functional supervision of the operations activities of the flotilla. The flotilla commander, as senior officer in the flotilla, is ultimately responsible for the direct oversight and supervision of Auxiliary operations activities within the flotilla. Division and district operations officers, under the supervision of their unit elected officers, have functional oversight and supervisory authority for Auxiliary operations taking place within their units.
2. Although Auxiliary operational activity requires the issuance of patrol orders by authorized Coast Guard authority, Auxiliary operations officers and unit elected officers have the responsibility and obligation to ensure Auxiliarists participating in the operations program comply with all appropriate directives. These officers are the persons on scene with direct knowledge of the Auxiliary Operations Program within their units. It is

also these officers' responsibility, together with all member training officers, to ensure Auxiliarists participating in the operations program are properly trained and qualified, maintain their annual and 5-year currency requirements, and that operational facilities are properly inspected and equipped.

3. In addition to the operator, Auxiliary operations officers and unit elected officers have the responsibility and authority to abort any ordered mission. This should be done in the event they become aware of any situation pertaining to the facility or crew which may adversely affect the safety of the mission. The person aborting a mission shall immediately notify the order-issuing authority of the reason and the action being taken to remedy the situation. The order-issuing authority shall determine whether the mission should proceed with another resource or be canceled. In addition, the officer aborting the mission shall report the matter through the chain of command to the director, who shall take appropriate action.
4. Coordinate establishment of facility operational limitation standards, as necessary, working with the director and the local active duty unit(s).

N. Physical Requirements.

1. There are no specific physical standards for participating in Auxiliary surface or radio operations. However, Auxiliarists must have demonstrated the ability to successfully accomplish each qualifying task found in the Boat Crew Training and Qualification Guide and, in a broader sense, demonstrated the mobility and endurance necessary to perform in a challenging and often stressful environment. Each Auxiliarist is charged with an ongoing responsibility to use good judgment and common sense when evaluating their continuing ability to carry out their assignments. Each individual's responsibility to exercise good judgment requires each crewman/coxswain, prior to departing on an ordered mission, to evaluate their own physical status and decline orders when unable to perform the required duties or when a physician has advised a condition exists which contraindicates reliable performance. This policy is not an attempt to establish either a requirement or an expectation for a person to schedule a physical exam solely for the purpose of evaluating crewman/coxswain capabilities.
2. In the event a crew member becomes aware of a disqualifying physical or mental condition in one of the other crew members, said person has a responsibility for immediately bringing the condition to the attention of the coxswain, flotilla commander, or order issuing

authority.

3. If a crewman/coxswain is reported to be physically or mentally not fit, the coxswain or any officer senior to the coxswain is responsible to abort the ordered mission until such time as a fully qualified member can be found. In addition, the reason for disqualifying the member will be reported through the Coast Guard chain of command to the director who will investigate the circumstances and determine whether to suspend, remove, or reaffirm the member's qualifications.
4. Individual Auxiliarists, qualified/certified to augment Coast Guard boat or air crews, are required to meet the same physical standards for those specific crew positions as their Coast Guard active duty counterparts.
5. Auxiliary pilots must meet FAA physical standards and examinations (third class or higher medical certificate).
6. The director must consider known physical capabilities when certifying Auxiliarists for specific operational roles.

O. Crew Qualifications.

1. Once an Auxiliarist qualifies for a specific level in the Auxiliary operations program, they must complete all the maintenance requirements for that level to maintain qualifications.
 - a. Boat Crew qualifications are contained in the Auxiliary Boat Crew Training and Qualification Guide/CREWMAN/COXSWAIN (COMDTINST M16798.28 (Series)).
 - b. Aircrew qualifications are currently contained in CHAPTER 8.
 - c. Radio operator qualifications are currently contained in CHAPTER 9.
2. Auxiliarists, failing to complete the maintenance requirements in the time allotted, will automatically be downgraded to the next lower level (that is, Coxswain to Crewman, Crewman to unqualified, etc.). Once downgraded, an Auxiliarist is automatically qualified to perform the duties authorized for that level.
3. An Auxiliarist, in either the Boat Crew or Aviation programs, may at any time voluntarily downgrade to the next lower qualification level. Auxiliarists must notify their director in writing if they voluntarily downgrade their qualification level. The director may prescribe

the manner to request a qualification downgrade.

4. To be qualified by Coast Guard units to augment Coast Guard boat or air crews and to remain qualified, Auxiliarists must be Basically Qualified (BQ) or have completed New Member Indoctrination and Entry Training and meet Coast Guard active duty qualification, certification, and maintenance standards.

P. Minimum Crew Requirements.

1. Each unit commander must establish minimum crew requirements based on the mission and operational facility.
2. The unit commander and the operator of the facility must also consider facility size and capabilities, mission, and the environment to determine additional crew requirements.
3. Recommended minimums for normal operating conditions are:
 - a. **Aircraft.** Pilot plus an observer, who may be another pilot, a qualified observer, an observer trainee, or a member of the Coast Guard. A logistics mission only requires the pilot.
 - b. **Boats.** Coxswain and one Crewman, who may be another coxswain or a qualified member of the Coast Guard (as authorized by a unit commander). However, actual crew requirement must depend on boat size. Coxswains cannot substitute trainees for any of the crew requirements on surface facilities. However, trainees may be added to the minimum number of qualified crew required per district policy.
 - c. **Radios.** There are no crew minimums for normal operation of a radio facility.

Q. Conflict Of Interest.

1. An Auxiliarist may not be assigned Auxiliary or Coast Guard duties which allows them, or may present an appearance of allowing them, to serve the interest of organizations outside the Coast Guard while performing those duties. This is a conflict of interest.
2. Directors must not accept any boat used in commercial towing, or salvage work, or marine police work (excluding any boat which meets the Auxiliary Unit Vessel definition in paragraph B.1) as an operational Auxiliary facility. (see paragraph F.1.)

R. Sample Offer Of Custody And Control To Coast Guard Format.

OFFER OF CUSTODY AND CONTROL TO COAST GUARD:
FACILITY SURVEY & INVENTORY

Page One
(Addendum to CG-2736)

Owner Name: _____ Owner Member no: _____

Facility Name: _____ Facility Reg. No: _____

Indicate equipment condition (G=Good, F=Fair, P=Poor). Expand with written comments where necessary. Use addition sheets, if required.

<u>REMARKS</u>	<u>REMARKS</u>
Hull Exterior: _____ _____	Searchlights Mfgr: _____ Mfgr: _____ Size/type: _____ Size/type: _____
Deck House(s): _____ _____	Radio(s) Mfgr: _____ Mfgr: _____ Type: _____ Type: _____ Antenna(s): _____
Paint & bright work: _____ _____	Depth Sounder Mfgr: _____ Model: _____
Rubbing Strakes: _____ _____	Electronic Positioning Equipment Type: _____ Model: _____ Mfgr: _____ Antenna: _____
Bow Pulpit: _____ _____	Anchor(s) Type: _____ Type: _____ Size: _____ Size: _____
Lifelines/stanchions: _____ _____	Anchor chain/hawser Type: _____ Type: _____ Size: _____ Size: _____ Length: _____ Length: _____
Rub Rail: _____ _____	Dingy Mfgr: _____ Size: _____ Equipment(List): _____ _____
Navigation Lights: _____ _____	Fire Extinguishers Mfgr: _____ Mfgr: _____ Type: _____ Type: _____ Size: _____ Size: _____
Towing lights: _____ _____	Radar Equipment Mfgr: _____ Model: _____
Windows & Windshields: _____ _____	PFDs: <u>Type</u> <u>Number</u>
Doors: _____ _____	1 _____
Swim Platform: _____ _____	2 _____
Whistle or Horn Mfgr: _____ Mfgr: _____	3 _____
type: _____ type: _____	4 _____
Bell - Size: _____	5 _____
Compass Mfgr: _____ Mfgr: _____	
Size: _____ Size: _____	

OFFER OF CUSTODY AND CONTROL TO COAST GUARD:
FACILITY SURVEY & INVENTORY

Page Two
(Addendum to CG-2736)

Indicate equipment condition (G=Good, F=Fair, P=Poor). Expand with written comments where necessary. Use addition sheets, if required.

REMARKS	REMARKS
Keel & Framing: _____	Batteries
Fire Fighting System	Mfgr: _____
Mfgr: _____ Type: _____	Voltage: _____ No: _____
Ventilation Blower(s)	Space Heater(s)
No. _____	Mfgr: _____ Mfgr: _____
Mfgr: _____	Size/type: _____ Size/type: _____
Rudder(s) & Quadrant(s)	Hot water heater/Boiler
Number: _____	Mfgr: _____ Mfgr: _____
Propellers & Shafting: _____	Refrigerator
	Mfgr: _____ Type/Size: _____
Shaft Bearings, Struts, & Stern tube seals: _____	Main engine(s): _____

Electrical Wiring: _____	Miscellaneous:
	(List on continuation sheets)
Auxiliary generator(s): _____	_____

Air Conditioner(s)	_____
Mfgr: _____ Mfgr: _____	_____
Galley Range	_____
Mfgr: _____ Type: _____	_____

I (we) hereby authorize the Coast Guard to use this facility. I understand the Coast Guard will be responsible for the operation and upkeep of the facility while in their custody. The facility will be returned to me in its present condition, as summarized in this report, or I will be remunerated for any damages. I further understand I may withdraw this authorization at any time.

Date of survey: _____

CG Representative Signature:
(incl: Name, grade, & title)

Owner Signature

Owner Signature

Owner Signature

CHAPTER 2: SUPPORT AND ADMINISTRATION

A. Orders. Orders issued by a unit commander to an Auxiliarist are considered assignment to duty. Coast Guard needs determine what kind of duty is assigned (for example, boat or aircraft movement, radio facility activation, or individual assignment to duty for operational, logistic, or training support). Orders may be either written or verbal, and may be reimbursable or non-reimbursable. No Auxiliarist may use any boat; aircraft; mobile radio, direction finding station in a motor vehicle, or mobile trailer (see Chapter 9, paragraph B.1.h.); special purpose facility; or any other type of equipment for any Coast Guard or Coast Guard Auxiliary purpose or mission (including but not limited to training, QE sign-offs, etc.) unless appropriate orders have been issued. The operator is responsible to ensure the Coast Guard issues orders for a given mission. Unit commanders must issue orders only to the operator (which includes a Crewman qualified Auxiliarist operating a special purpose facility for ordered missions), not to the facility owner (unless the owner is the operator). Patrol orders are not required for a facility under Coast Guard custody and control per CHAPTER 1, paragraph H. Orders are for the legal protection of the Auxiliarists assigned as operator and crew. The operator is responsible for the patrol and crewmembers. **Auxiliarists must understand orders do not guarantee liability coverage. The legal process bases coverage on a review of the course and scope of employment and the specific facts involved.** Auxiliarists on patrol without orders may lose Coast Guard benefits if loss or damage to an Auxiliary facility, a third party claim, or an injury or death of a crewmember should occur. (See CHAPTER 5, Auxiliary Manual).

1. **Written Orders.** The Auxiliary Patrol Order form (CG-5132) is the preferred method for issuing patrol orders. Unit commanders must issue or authorize orders before an Auxiliarist conducts any patrol activity. Orders to authorize a mission can be in the form of messages or other electronic transmissions instead of the Patrol Order form (see paragraph A.1.f). However, a Patrol Order form is required for the Auxiliarist to get reimbursement for the patrol activity. (Remember, the Coast Guard issues orders only to the operator of the facility. The owner is not always the operator.)
 - a. A Coast Guard authority overseeing or directing Auxiliary operations is an order issuing authority. A list of order issuing authorities follows. They are normally unit commanders as defined in CHAPTER 1, paragraph B.10.

- (1) Directors, group commanders, activity commanders, station commanding officers and

officers-in-charge, commanding officers of marine safety offices or marine safety detachments, or commanding officers of air stations may issue Auxiliarists' orders.

- | (2) Only a group commander, an activity commander, commanding officer of a marine safety office, commanding officer of an air station, or a director may approve Auxiliary aircraft facility orders.
- b. Orders must not exceed the known facility capabilities, and must not go beyond the scope of Auxiliary duties, as outlined in CHAPTER 4.
- c. When issuing orders to Auxiliarists for events of extended duration, the Coast Guard must consider the extent of responsibility for the crew and facility during rest, break, or standby periods. Unit commanders must clearly authorize such details in assigning the crew to duty and in any pertinent operation order (OPORDER), etc. Further information on legal authorization and entitlements may be found in the Auxiliary Manual, COMDTINST 16790.1 (series). The Coast Guard treats Auxiliarists assigned to duty for events of extended duration in the same manner as other Coast Guard personnel assigned to those duties. Unit commanders must consider Auxiliary facilities dedicated to Coast Guard use during extended operations as being on duty during the entire period of the event (including rest, break, or standby periods), subject to reasonableness and course and scope of employment review, even though not continually underway.
- d. The lack of local Coast Guard resources or size of an operation may require use of an operation order (OPORDER). An OPORDER must provide the same information for a group of Auxiliarists as would be provided in an individual patrol order for a typical patrol (such as, operator names, facility names, and patrol areas, times, and dates).
- e. An Auxiliarist does **NOT** have to accept orders. If an Auxiliarist accepts orders, they must promptly notify the unit commander if they cannot carry out the mission.
- f. Written orders must provide the following minimal information:
 - (1) The name and address of the facility operator. Auxiliarists do not have to give their social security number when orders are issued.

However, Auxiliarists claiming reimbursement must include their social security number on the claim for reimbursement.

- (2) The identification of each operational facility in the mission, including the appropriate facility identification number (that is, vessel ID number, aircraft tail number, etc.).
 - (3) A brief mission description to include whether reimbursable or non-reimbursable.
 - (4) The mission date and time. Long term orders for multiple missions may be written, but the scope of the orders must be clear. See paragraph A.5 for details on contingency ("Pocket") orders.
 - (5) The geographic location for the mission.
 - (6) The minimum number of qualified crewmembers required (including the operator). See CHAPTER 1, paragraph P, for guidance.
 - (7) The names (or titles/descriptions) of any non-Auxiliary guests/passengers authorized to be on board during the mission (see CHAPTER 4, paragraph F.15).
- g. A unit commander must issue orders only to the operator who will be in charge for an ordered patrol (including to Crewman qualified Auxiliarists operating special purpose facilities for ordered patrols), not the owner who provides the facility. Only facilities currently accepted by the director (e.g., operational or special purpose) are authorized to be employed on an ordered patrol/mission. When a unit commander assigns an operator to orders, the unit commander must determine whether the facility identified on the orders is owned by that operator. If the facility is not owned by the operator, the owner must have already authorized the facility's use by the operator. This authorization must be in writing and may be for a special group of Auxiliarists (for example, all qualified Auxiliary Coxswains or pilots) or specific Auxiliarists. There is no limit to the number of groups or individual names that the owner may list on the authorization. However, for each group or individual authorized, the owner must stipulate that either the owner must be on board as a member of the crew or the owner does not have to be on board. All authorizations must be on file with the director before the ordered mission. See paragraph I for an authorization letter format to follow. The owner must submit an authorization

annually or when changes occur.

- h. Once underway or airborne, the operator may terminate the patrol due to weather, engine or equipment failure, crew fatigue, injury, or other reasons. The owner, if aboard, may terminate the patrol if, in the opinion of the owner, the facility or crew is being placed in jeopardy. Upon termination, the operator must report the circumstances to the unit commander, if possible. The patrol ends upon return to the dock or airport.
- i. Orders are normally given to operators of boats and aircraft using the standard Auxiliary Patrol Order form. Unit commanders may also issue orders to operators of radio or special purpose facilities, or to only personnel (no facility) for an operational support mission. An example is issuing orders to an Auxiliarist with an Auxiliary Radio Facility aboard a motor home (that is, a transportable station) to be a stationary command post to support a marine event or deployed Special Purpose Facilities.
- j. For aircraft, unit commanders may issue orders by any of the following methods:
 - (1) Written orders issued in advance of an operation.
 - (2) Listing the order in the unit commander's unit Auxiliary order log.
 - (3) Listing the order on an air station flight schedule signed by competent authority.
- k. Whenever an Auxiliary aircraft is being considered for SAR deployment, the unit commander must notify the district rescue coordination center (RCC) or operations center.
- l. To receive reimbursement for a reimbursable patrol/mission, the operator must follow the instructions for the Auxiliary Patrol Order form (CG-5132) and those issued by the unit commander. This chapter explains reimbursement in paragraph A.3.
- 2. **Verbal Orders.** In emergencies and when necessary in non-emergencies, a unit commander may issue verbal orders (either reimbursable or non-reimbursable). Unit commanders must make appropriate log entries, noting the verbal authorization, in the unit's Auxiliary order log, SAR case file, or radio log. Unit commanders **MUST** issue follow-up written orders with corresponding case numbers as soon as possible for reimbursable orders and for non-

reimbursable orders where injury, damage, or mishap occurs. CHAPTER 4, paragraph B, covers actions by Auxiliarists preceding receipt of ANY Coast Guard order.

3. **Reimbursable vs Non-reimbursable orders.**

- a. **Non-reimbursable.** Non-reimbursable orders provide death, disability, and medical benefits for Auxiliarists on board a facility. The orders also provide financial protection against facility damage and financial protection in case of damage to other property or personal liability. Non-reimbursable orders do not provide for any reimbursement of expenses.
 - (1) This kind of order is appropriate for missions where an Auxiliarist is willing to carry out the mission without reimbursement.
 - (2) Consistent with the district commander's policy, unit commanders may issue non-reimbursable orders to operational surface facilities underway to a recreational opportunity within the district (fishing area, vacation cruise, etc.) for the transit to and from such opportunities. The appropriate requirements for an operational mission must be met while underway. Once reaching the recreational spot, the operator must remove all patrol signs, flags, and uniforms. The operator must then tell the controlling Coast Guard unit that the facility is standing down. If the non-reimbursable patrol is resuming on the return trip, the operator must then restore patrol items and advise the Coast Guard unit.
- b. **Reimbursable.** All features of non-reimbursable orders apply to reimbursable orders. The only difference is the Coast Guard reimburses the operator for certain authorized expenses for an operational mission. To receive reimbursement, the Coast Guard may require the operator to submit receipts (regardless of the amount) along with the completed Auxiliary Patrol Order Form (CG-5132). It's always a good idea to get receipts just in case there is ever a question as to the service or cost. To determine the current Coast Guard reimbursement requirements, check with the director. A receipt is paperwork the vendor provides to the user to indicate the service cost.
 - (1) If authorized, reimbursement for a patrol may include the actual necessary expenses of operation (for example, payment for fuel, oil,

landing or ramp fees, subsistence, and ice, chargeable against district accounting data). When trailering a facility, vehicle gas, bridge tolls, ramp or hoist fees, and park entrance fees may also be reimbursable. The calculated reimbursement for trailering costs may be based on the Auxiliarist's costs for those authorized items listed above, or a mileage payment may be authorized, in lieu of vehicle gas, plus authorized fees and tolls. The Coast Guard provides payment to an Auxiliarist for meals on the current Basic Allowance for Subsistence (BAS) rates. These rates may be found in the Coast Guard Pay Manual, COMDTINST M7220.29 (series). If available, the Coast Guard may furnish subsistence in kind (for example, food furnished by the Coast Guard or a Coast Guard authorized vendor) instead of reimbursing an Auxiliarist for meals. While on orders, Auxiliarists must substantiate any single authorized expenditure of more than \$25.00 by dated, paid, receipted bills.

- (2) Unit commanders are authorized and encouraged to issue reimbursable orders to Auxiliarists engaged on sole state waters.
- (3) Auxiliarists must submit claims for the reimbursement of authorized out-of-pocket mission expenses on the Auxiliary Patrol Order form (CG-5132). All claims must be submitted within 30 days after completing the orders.

c. **Compensation.** The Coast Guard may not authorize compensation for personal services of Auxiliarists.

4. **Appropriate Orders.** Unit commanders may schedule operational activities (see CHAPTER 4), not specifically requiring use of form CG-5132, using the standard Coast Guard order form or equivalent. Refer to the Auxiliary Manual, COMDTINST M16790.1 (Series), for details. Auxiliarists are also authorized to perform various types of operational activities without Coast Guard orders, provided the activity does not involve the movement of any Auxiliary facility. Such activities include, but are not limited to, Auxiliary meetings, ashore training, disaster relief, performing CMEs, and performing duty ashore at a Coast Guard facility or a facility adopted by an Auxiliary unit. Qualified Auxiliarists, who are authorized to perform these activities, are considered to be assigned to duty while performing them. These activities should be scheduled by the appropriate Auxiliary unit commander. Auxiliarists performing these activities are authorized to use operational support

equipment reasonably required to facilitate the mission activity (see CHAPTER 4, paragraph F.13.c). The legal protections for assignment to duty are detailed in the CHAPTER 5 of the Auxiliary Manual, COMDTINST 16790.1 (Series).

5. **Contingency ("Pocket") Orders.** There is a chance operationally qualified Auxiliarists may discover SAR situations while not under orders and not in contact with the unit commander. Unit commanders may issue contingency (pocket) orders for these situations but only to the operators of operational surface facilities. These operators may voluntarily activate these orders when necessary. Unit commanders may issue these orders under the following conditions.
 - a. Contingency orders must show an authorized period -- not to exceed a single fiscal year.
 - b. Contingency orders are normally non-reimbursable.
 - c. Unit commanders may only write contingency orders for qualified operators of currently inspected operational surface facilities. Only those Auxiliarists may activate those orders. The unit commanders may not write contingency orders for the pilots of Auxiliary aircraft or operators of Auxiliary radio facilities.
 - d. To activate contingency orders, the operator must have a minimum qualified crew on board and follow all patrol requirements -- except being in uniform and displaying patrol sign boards. Non-Auxiliary guests must wear PFDs and may not become involved in operations. The total number of persons on board must not exceed the manufacturers stated maximum capacity.
 - e. The operator must make every effort to contact the unit commander before getting underway, or as soon as practicable, to report the circumstances of the activation. This method includes by cellular telephone, relays through law enforcement or (state or local) government agencies, or civilians. Operators may use Auxiliary Radio Stations or Auxiliary duty officers to help in relaying this information.
 - f. CHAPTER 4, paragraph B, outlines Coast Guard and Auxiliary responsibilities regarding the actions of Auxiliarists before they activate their contingency orders.

B. Contributions. Occasionally, a person who has been helped by

the Auxiliary insists on giving a monetary contribution.
| Policy regarding gift acceptance procedures are found in
| CHAPTER 5, paragraph G of the Auxiliary Manual, COMDTINST
| M16790.1(series).

1. Auxiliarists must make every reasonable effort to refuse such a contribution. When this refund cannot be done without causing embarrassment to the Auxiliary or to the contributor, follow the policy outlined in the Auxiliary Manual. Summarized, the policy requires the Auxiliarist to forward any gift to their director for acceptance on behalf of the Coast Guard Auxiliary.
2. Once the gift is accepted on behalf of the Auxiliary, the gift may be processed per the donor's instructions. In the case of a projected gift, once the Coast Guard accepts the gift in concept, the Auxiliary unit involved may receive the gift directly from the contributor.

C. Mishap Reporting. The individual or unit with first knowledge of an accident or incident, must report all available information per district requirements. This report is normally to the unit commander that issued the orders, who then must pass the information to the appropriate Coast Guard commands and Auxiliary leadership. The Coast Guard will direct appropriate investigations as necessary.

| **D. Damage Claim Procedures.** Report the loss or damage sustained or caused by an Auxiliary facility operating under orders to the unit commander and the director (which can be one and the same) as rapidly as possible (see paragraph C). The Auxiliarist should also tell their own insurance company of the incident. This process helps protect the Auxiliarist in case the Coast Guard, after any required investigation, denies the claim.

| 1. **Facilities And Equipment Eligible For Damage Claims.** The
| following types of facilities and equipment which are
| lost or damaged may be eligible for reimbursement under
| appropriate circumstances.

| a. Auxiliary operational facilities (vessels, aircraft,
| and radio stations).

| b. Special purpose facilities, facility equipment, and
| operational support equipment.

| c. In the case of a trailered Auxiliary facility, the
| trailer is equipment for which a claim may be made
| only if the trailer is damaged in the following
| circumstances:

| (1) While towing the vessel from its normal storage
| or mooring location on a reasonably direct route

- | to a launching ramp appropriate for the assigned
- | area; or
- | (2) During a similar trip to return the vessel to
- | storage or mooring; or
- | (3) While the trailer is parked at the launching
- | facility during the assigned mission.
- | d. A motor vehicle, or the trailer housing a radio
- | facility, which incurs damage either towing a
- | trailered facility or transporting a mobile radio
- | facility pursuant to official orders, but only if:
 - | (1) The damage was incurred while traveling in a
 - | reasonably direct route to or from an
 - | appropriate launching ramp, the point of duty or
 - | while being used during the assigned mission;
 - | and
 - | (2) No third party was involved in the causation of
 - | the damage; or
 - | (3) If a third party was responsible for the damage
 - | and reasonable efforts to identify or locate the
 - | third party have been unsuccessful or the third
 - | party is both uninsured and insolvent.

2. **Damage Claims.** Do not begin repairs (except in emergencies) nor file orders for reimbursement until authorized to do so by the Coast Guard. Take the steps necessary to safeguard the damaged facility from further damage or loss without waiting for further instructions.

- a. Auxiliarists must submit their damage/loss claim per district and Maintenance and Logistics Command (MLC) directives. The Coast Guard will investigate the claim under appropriate MLC guidelines. However, no investigation is required for a minor claim (a claim whose total does not exceed \$200) unless the unit commander is not satisfied with the information provided (for example, the claim does not support a finding that the "ordered" activity was the cause of the damage/loss). The director or the unit commander may guide and help Auxiliarists submit their claims.
- b. The Coast Guard will not pay a claim if the damage/loss is attributable to normal wear and tear or improper maintenance. In addition, the damage/loss must be linked to some identifiable cause during the "ordered" activity. If the damage/loss has no identifiable cause, the Coast Guard presumes the claim arose from normal wear, a defect in the facility, or improper maintenance. Therefore, the

owner will not receive compensation. However, Auxiliarists may choose to submit a claim which totals \$200 or less (a minor claim) without the necessity of investigation or proof of an identifiable link between the "ordered" activity and the minor damage/loss. Payment for a minor claim may be authorized by the unit commander but it comes directly from the unit commander's normal operating expenses, which may affect the timeliness of the claim payment. Payment for an investigated claim comes out of the "general" Coast Guard claim fund.

- c. A claim is not payable if such results wholly or partly from the gross negligence or willful misconduct of the claimant.
- d. A unit commander may give the Auxiliarist(s) the benefit of the doubt in recommending payment of a claim which may have resulted from gross negligence or other questionable conduct of the Auxiliarist(s) involved, but the recommendation should also take into account the results of the claim investigation. The results of the claim investigation may require the Auxiliarist(s) involved to undergo additional training, re-qualify for all or part of their qualification level, and/or to pass a check ride prior to receiving additional Coast Guard orders. The investigation may also recommend, as appropriate, an Auxiliarist's certification be suspended or revoked.
- e. If the unit commander is not going to recommend full payment of the claim, a written explanation of the denial (whether in whole or in part) shall be sent to the claimant. The claimant has fifteen days to provide additional information to the unit commander to substantiate full payment of the claim. A copy shall also be sent to the director.
- f. District commanders are authorized to designate and assign Auxiliarists to investigate Auxiliary facility damage claims if there are no Coast Guard personnel close enough to conduct a visual inspection of the damage.

- 3. **Loss Or Damage To Personal Property.** Auxiliarists must, to the extent possible, remove all personal property from Auxiliary facilities under orders. Personal property includes items of a personal nature not considered to be "boat or aircraft" equipment or equipment necessary for the Coast Guard mission. The Coast Guard realizes in some circumstances it may be impractical to remove and to safeguard these items before using the facility for Coast Guard purposes.

- a. The responsibility to determine whether reimbursement for loss or damage is appropriate rests with the Coast Guard. The Coast Guard will consider the facility's civilian use in determining what is reasonable to be aboard. However, personal items reasonable to be on an Auxiliary facility do not include high value items. Usually, the Coast Guard will not reimburse Auxiliarists for their loss or damage.
- b. The limits for reimbursement for authorized items are found in the Allowance List-Depreciation Guide, enclosures (1), and the Appreciation Table, enclosure (2) to the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series). The depreciation rates and maximum payment amounts in these tables are set by the U.S. Government as guides and are subject to variation and frequent change. Therefore, copies of these tables are not included in this manual.
- c. Auxiliarists should understand the Coast Guard computes reimbursement for authorized items in the same way an insurance company computes payment for losses. In most cases, reimbursement does not remunerate the Auxiliarist for the full cost of lost or damaged items; normally there is a significant difference.
- d. The Coast Guard Authorization Act of 1996 provides a member of the Auxiliary, while assigned to duty, shall be deemed a Federal employee for the purpose of resolving, under the Military Personnel and Civilian Claims Act of 1964 (31 U.S.C. 3721), claims relating to the damage or loss of personal property of the member incident to such duty. Such claims must be filed per the procedures set forth in the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series).

- 4. **Personal Injuries.** See CHAPTER 5 of the Auxiliary Manual, COMDTINST M16790.1 (Series), for the policy on Auxiliarists who receive personal injuries while under orders.
- 5. **Third Party Claims.** A third party claim is a claim against the Coast Guard, the Auxiliary, or an Auxiliarist. Such claims come from incidents occurring while the Auxiliarist is under orders.
 - a. To defend against third party claims, Auxiliarists must fully document each incident which could lead to a third party claim being filed. As soon as possible, obtain witnesses' names and addresses; take

a liberal number of photographs; and get a comprehensive signed written statement from each crewmember (in their own words). Complete a Boating Accident Report form (CG-3865) or the appropriate state boating accident form (or FAA report for aircraft accidents) and a Report of Potential Third Party Liability form (CG-4899). In addition to reporting the incident to the unit commander and director, also tell appropriate Auxiliarists (that is, District Commodore, District Legal Officer, etc.) as soon as possible, without using the chain of command. Remember to report any incident or accident no matter how small or insignificant it seems at the time.

- b. An Auxiliarist must immediately forward to the director any claim letter or law suit paperwork received. The director must then forward the papers through the chain of command to the district or Commandant legal staffs, as appropriate. The Auxiliarist must send and continue to send duplicate copies to their insurance company until the government establishes it will defend the Auxiliarist. When a lawsuit is filed against an Auxiliarist alleged to have negligently injured someone, the suit is handled in the same way as a personal injury suit against any government employee. The United States government is normally substituted for the defendant, provided the act allegedly causing the injury occurred while the individual was acting within the scope of his or her employment. For an Auxiliarist, this normally means being on orders. When the Department of Justice makes a "scope of employment" determination, the usual basis for such decision is the recommendation of the Coast Guard. When the government is substituted as the defendant, the Auxiliarist is usually dismissed from the suit.

6. **Civil Or Criminal Charges.** The Coast Guard Authorization Act of 1996 provides that Auxiliarists, while assigned to duty, may be entitled to the protection of the Federal Officer Removal Statute (28 U.S.C. 1442). Auxiliarists in the performance of authorized operational duties, may as a result of the performance of a particular mission be ordered to or authorized to perform in such a manner, that state or municipal law may be violated. If these operational duties result in subsequent civil or criminal charges being brought against the Auxiliarist, the Auxiliarist must immediately notify the order issuing authority and the director of Auxiliary. If it is determined the Auxiliarist was properly authorized to violate such law in performing authorized duties, a hearing on those charges will be removed from the state or municipal court to Federal court to be heard by a

Federal magistrate or judge. For example, this protection would apply if in the prosecution of an emergency SAR case (such as a fire, sinking, or other extreme situation), the Coast Guard authorized the coxswain of an Auxiliary vessel to proceed at full speed to the distress and, in the process, violated a state or municipal speed regulation or wake law.

E. Forms. This section summarizes the various Coast Guard forms and reports required by Auxiliary operations. This summary does not include forms required for other agencies, such as the FAA, to meet Auxiliary operational standards.

USCG NUMBER	Description	PREPARED BY		SOURCE	
		USCG	AUX	USCG	ANSC
CG-2736	Auxiliary Vessel Facility Inspection & Offer For Use		x		7003
CG-2736A	Auxiliary Radio Facility Inspection & Offer For Use		x		7004
CG-2736B	Auxiliary Aircraft Facility		x		7005
CG-2861A	Report of Violation of Radio Regulations or Communications Instructions		x	x	
CG-3865	Boating Accident Report (or equivalent state form)		x	x	
CG-4424	Permit for Marine Event	x		x	
CG-4612 (AUX)	Auxiliary SAR Incident Summary		x		7034
CGAUX-39	Auxiliary SAR Procedures Flight Check		x		7048
CGAUX-26	Activity Report - Mission		x		7030
CG-5132	Auxiliary Patrol Order	x	x	x	7000
CG5132-1	Aux Pat Ord Cont. Sheet	x	x	x	7000A
CG-5474 (AUX)	ATON Report		x		7054
NOAA- 77-5	NOS Cooperative Chart Updating Program		x		7037
DD1351-2	Travel Voucher Claim		x	x	
SF-1164	Official Business Claim		x	x	
Various	Damage Claim Forms & Reports	x	x	x	

Forms to help Auxiliarists with bridge inspections and private aid verifications are being developed. Districts employing computer

printouts generated from the district's "ATONIS" database for each bridge and private aid should continue the practice.

F. Equipment Support. Coast Guard policy permits the issue or loan of equipment as dictated by district policy, local Auxiliary activity, and if the equipment is available. The goal is to promote the safe and efficient prosecution of Coast Guard and Auxiliary missions.

1. Unit commanders may issue or loan equipment under the following conditions:

a. Issuing or loaning the equipment does not impair the response capability of Coast Guard units.

b. The Auxiliarist and the Coast Guard maintains, inspects, and tests the equipment to the same standards as the equipment used by the issuing unit. In many cases, individual responsibility can be covered in a memorandum of understanding (MOU) agreement between the Auxiliarist and the issuing unit.

c. The Coast Guard trains and qualifies the Auxiliarist to use the particular equipment. Appropriate active duty, Reserve, or Auxiliary personnel may carry out the qualification procedures.

d. Coast Guard policy also permits the transfer of boats to the Auxiliary. The policies and procedures to effect transfer of boats surveyed and available for Auxiliary ownership will be determined by Commandant (G-CFM) in coordination with (G-OCX), (G-OCS), and the district director and district boat manager; and by (G-OCS) in the case of boats owned and maintained by the Coast Guard made available for Auxiliary use.

2. Typical items (but not an inclusive list) provided to operational Auxiliarists:

a. Dewatering Pumps.

b. Litters.

c. Towing Equipment (Line, bridles, fenders, etc.).

d. Anti-exposure coveralls or drysuits with required undergarments.

e. Fire Fighting Pumps.

f. Consumable safety equipment such as Visual Distress Signals (exceeding minimum legal boat requirements),

Dye Markers, Infection Control kits, or First Aid kits.

- g. Portable Loud hailers.
- h. Fire Extinguishers (exceeding minimum legal requirements).
- i. Equipment for aircraft operating beyond gliding distance to shore (EPIRBs, life rafts, and PFDs).
- j. Portable direction finding equipment.
- k. Portable VHF-FM radios for:
 - (1) Communications relay points.
 - (2) Use during repair of an Auxiliarist's equipment.
 - (3) Use on a substitute Auxiliary facility that would otherwise meet the requirements of an operational facility.
 - (4) Use by a crewmember transferred to a distressed unit.
 - (5) Air facilities to provide a communications link between air and surface/shore-side facilities.
- l. Flight suits.
- m. Aircrew Anti-Exposure Coveralls.
- | n. Blood borne pathogen (BBP) protective clothing kits.
- o. Navigation gear (charts, plotters, etc.).

G. Security Clearances. Auxiliary operations do not normally require use of classified material. However, personnel standing watches in some Operations Centers may need to hold a security clearance due to the open storage of classified material. Unit commanders who anticipate using Auxiliary watchstanders in these areas must send their request to begin the Auxiliary clearance process to the director. Besides Auxiliarists' names, the request must include for any Auxiliarist who already has a valid security clearance from a government agency; the agency name, clearance level, and where the records are maintained. The director must forward the request to Commandant (G-OCX-2). Commandant (G-OCX-2) reviews each request, sending approved requests to Commandant (G-WKS). Commandant (G-WKS) will provide each of the Auxiliarists listed on the approved request, a package of forms to complete. The Auxiliarist must then complete the forms and return them to Commandant (G-WKS) for processing,

via the director and, then, Commandant (G-OCX-2). The Coast Guard Security Manual, COMDTINST M5500.11 (Series), contains the procedures and requirements for obtaining security clearances for all Coast Guard personnel, including Auxiliarists.

- H. Operational Training.** The Coast Guard offers operational training, available through various formal and informal sources, to enhance or refresh an Auxiliarist's operational skills and knowledge. Coast Guard units may help provide this training, time and resources permitting. Contact your Flotilla Member Training Officer (FSO-MT) for additional information. Auxiliarists may NOT cross-train for the purpose of qualification with members of organizations outside the Coast Guard or the Auxiliary. The following operational training is available.
1. **Boat Crew.** Auxiliarists must first qualify in the Boat Crew Qualification Program before they can participate in any Auxiliary surface operational mission. The qualification requirements for the boat crew program are listed in the Auxiliary Boat Crew Training and Qualification Guide, COMDTINST M16798.28. The reference source for task performance are found in the Auxiliary Boat Crew Seamanship Manual, COMDTINST M16798.27 (Series), or the Auxiliary Boat Crew Manual, COMDTINST M16798.27 (Series).
 2. **Air Operations.** CHAPTER 8, Aircrew Qualification and Training, lists the training and qualification standards for air operations.
 3. **Auxiliary Specialty Courses.** Auxiliarists may pursue advanced training through the Specialty Course (AUXOP) program. There are seven specialty courses:
 - a. Administration - AUXMIN
 - b. Communications - AUXCOM
 - c. Navigation - AUXNAV
 - d. Patrols - AUXPAT
 - e. Seamanship - AUXSEA
 - f. Search and Rescue - AUXSAR
 - g. Weather - AUXWEA
 4. **Auxiliary Schools.** Auxiliary schools are conducted by a specially trained and selected Auxiliary staff. The staff provides training pertinent to the Operations, Chart Updating, and Aids to Navigation programs. The

schools are for those Auxiliarists who have selected one of those programs as their primary activity in the Auxiliary.

5. **National Search and Rescue School.** The National Search and Rescue School offers an exportable five day course to districts which is available to Auxiliarists. This course includes training on Basic SAR Planning. Locations of the course vary from year to year. In addition, the three week Resident Course at RTC Yorktown is available to Auxiliarists who fill SAR planning positions at district or group Operation Centers.
6. **Coast Guard Correspondence Courses.** All unclassified correspondence courses offered by the Coast Guard Institute are available to Auxiliarists.
7. **Workshops.** Individual districts must determine when to conduct Operations Workshops. Workshops provide Auxiliarists with up-to-date information and procedures and clarify current policies.

I. Authorization For Non-Owner Use Of An Auxiliary Facility.

The owner of a facility must file a Non-Owner Use authorization with the director to authorize the operational use of a facility by a non-owner. The following example authorization shows the basic information the owner must submit at least annually or when changes occur. See paragraph A.1.g.



**U.S. DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD AUXILIARY**

[date]

From: [name], [member number]

To: Director of Auxiliary, [specify] Coast Guard District

Subj: OPERATION OF AUXILIARY FACILITY BY A NON-OWNER

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3
(series)

[use either paragraph 1 or 2, or use both]
[correctly number paragraphs if paragraph 1 or 2 not used]

1. When I am on board as a crewmember, I authorize any qualified [fill in name of group, Coxswains, Pilots, etc.] to operate my facility, [description & registration, documentation, or aircraft ID number of facility] under reimbursable or non-reimbursable orders.

2. When I am not on board, I authorize the Auxiliarists listed below to

operate my facility, [**description & identification number of facility**]
, under reimbursable or non-reimbursable orders, contingent on these
Auxiliarists being qualified for such orders in accordance with current
directives.

Member's Name

Member's Number

a.

b.

[**Add as many lettered paragraphs as necessary to list all non-owner
operators.**]

3. This letter is valid for [**Specify specific mission or time period -
- 12 month maximum**] , so long as the facility is offered and accepted
for use or until specifically revoked by me.

[**type owner's name and signature**]

Copy: [**specify who will get a copy**]

Witness: _____ Date: _____
[**type name & title**]

CHAPTER 3: FLAGS AND SIGNS

- A. Flags.** Auxiliary flags are authorized by 14 USC 891. The Auxiliary National Materials Center (ANMC) stocks the flags described in this chapter. Auxiliarists may purchase the flags through their FSO-MA. This manual does not discuss technical details and specifications such as size, aspect ratios, color, numbers, etc., which are only of concern to manufacturers and contractors. Auxiliarists with a specific need for technical information may request it from their director by letter.

VESSEL LENGTH	NATIONAL ENSIGN	AUXILIARY & PATROL ENSIGNS
14' – 18'	12" x 24"	9" x 15.5" (#5)
18' – 24'	16" x 24"	12" x 21" (#4)
24' – 30'	20" x 30"	15" x 24" (#3)
30' – 36'	24" x 36"	24" x 36" (#2)
Over 36'	30" x 48"	30" x 48" (#1)

RECOMMENDED FLAG SIZES

Figure 3-1

RECOMMENDED FLAG SIZES

1. National Ensign.

- All surface facilities that are underway must fly the national ensign. While there is no law against flying the national ensign at night, it is customary to fly it only between sunrise and sunset when not underway.
- All facilities must fly the national ensign whenever the Auxiliary ensign is flown.
- The national ensign must be about one inch on the fly for each foot of overall boat length. Figure 3-1 shows standard national ensign sizes relative to boat length.

- d. Auxiliarists must never display the national ensign upside down on Auxiliary facilities. This is not a recognized international distress signal because the flags of many nations appear the same when flown upside down.

2. **Coast Guard Ensign.**

- a. A surface facility must fly the Coast Guard ensign when under orders and there is a Coast Guard officer or petty officer aboard on official duty. Auxiliarists must not fly it when the Coast Guard personnel are on board for a social event, personnel or logistics transportation, area familiarization, or similar activities.
- b. Auxiliary surface facilities must fly the national ensign and the Coast Guard ensign only in the above situations. They must strike all other flags, pennants, burgees, etc.

3. **Union Jack.** The union jack is a flag composed of white stars on the blue field of the national ensign. Only government vessels that are commissioned vessels may use it. When under orders, an Auxiliary facility becomes a government vessel. However, it is not a commissioned vessel. The union jack may not be displayed from an Auxiliary surface facility at any time.

4. **Auxiliary Ensign..** The Auxiliary ensign (Figure 3-2), also called the "Blue Ensign," has a blue field and emblem, with a white slash.



AUXILIARY ENSIGN
Figure 3-2

AUXILIARY ENSIGN

- a. Auxiliarists **(including retired Auxiliarists)** may fly the Auxiliary ensign, but only on inspected surface facilities which display a current facility decal. Those Auxiliarists may fly the Auxiliary ensign day and night. But, while underway, an Auxiliarist must be on board when flying the Auxiliary ensign.
- b. Auxiliarists must fly the Auxiliary ensign from the main truck, if the boat has a mast. If there is no mast, Auxiliarists may fly the Auxiliary ensign from the bow staff, or, if equipped with a radio antenna, from the antenna at a point approximately two-thirds the height of the antenna. Never fly the Auxiliary ensign at the stern.
- c. Refer to Figure 3-1 for the proper size in relation to boat length. Auxiliary ensigns are available from the Auxiliary Center (AUXCEN) in five standard sizes. Dimensions of the Auxiliary ensign flying on a boat may not exceed those of the national ensign flown at the same time.



AUXILIARY PATROL ENSIGN

Figure 3-3

AUXILIARY PATROL ENSIGN

Figure 3-3

5. **Auxiliary Patrol Ensign.** The Auxiliary patrol ensign (Figure 3-3) is a modification of the Auxiliary ensign, established to promote recognition during operational activities.
 - a. Auxiliarists may fly the Auxiliary patrol ensign only on inspected, operational vessel facilities which display the current operational facility decal and

wreath. The ensign may be flown day or night, but only when the facility is under orders. Auxiliarists must fly the patrol ensign in the same manner as, and in place of, the Auxiliary (blue) ensign.

- b. The patrol ensign field is white with an Auxiliary emblem centered on a broad diagonal Coast Guard red stripe. The stripe has two narrow stripes to the right or left, first a white stripe and then a Coast Guard blue stripe. Ensigns are available from the Auxiliary Center (AUXCEN) in five sizes. Boats must display the largest practical size using the recommendations from Figure 3-1. An Auxiliarist may not fly a patrol ensign on a boat if its dimensions exceed the dimensions of the national ensign flown on the same boat.
 - c. When operating under orders, Auxiliarists may fly the Auxiliary patrol ensign and national ensign, plus one officer's flag. See paragraph A.6.c below for restrictions on flying flags.
6. **Auxiliary Officer's Flags.** Only inspected and approved vessel facilities may fly officer pennants and past officer's burgees. Auxiliarists may fly these flags day and night when the officer is aboard.
- a. A vessel facility must not display more than one officer's pennant or past officer's burgee. If an incumbent officer and past officer are on board a facility, the operator must fly the incumbent officer's pennant rather than the past officer's burgee. However, if a senior officer is on board as a visitor, it is courtesy to display the flag of the senior officer, whether it is a pennant or burgee. Past officers may fly the burgee of the highest office held or the pennant of the present office.
 - b. Auxiliarists must fly a pennant or burgee from the starboard yardarm, if the boat has a yardarm (spreaders). If the boat has a mast, but no yardarms (such as a power boat's mast), Auxiliarists may fly the Auxiliary ensign from the truck of the mast and the officer's pennant or burgee from the bow staff. If the boat does not have a mast, an Auxiliarist may fly the pennant or burgee instead of the Auxiliary ensign from the bow staff.
 - c. A vessel facility under orders may fly only an officer's pennant or burgee, and the national and patrol ensigns. The operator must remove all other flags, yacht ensigns, U.S. Power Squadrons ensigns, yacht club burgees, squadron pennants, windsocks, or like items

CURRENT OFFICER

PAST OFFICER



NATIONAL
COMMODORE

Emblem – White
Field – Blue
Stars – White



NATIONAL
VICE COMMODORE

Emblem – White
Field – Blue
Stars – White



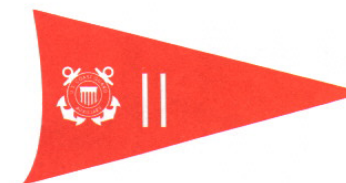
NATIONAL
REAR COMMODORE

Emblem – White
Field – Blue
Stars – White



DISTRICT COMMODORE

Emblem – White
Field – Blue
Stars – White



DISTRICT
VICE COMMODORE

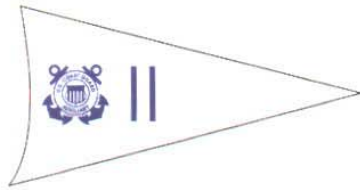
Emblem – White
Field – Red
Vertical Bars – White



CURRENT AND PAST OFFICER'S FLAG DEFINITIONS

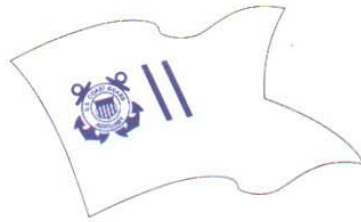
CURRENT OFFICER

PAST OFFICER



DISTRICT REAR COMMODORE

Emblem – Blue
Field – White
Vertical Bars – Blue



DIVISION CAPTAIN

Emblem – White
Field – Blue
Vertical Bar – White



DIVISION VICE CAPTAIN

Emblem – White
Field – Red
Vertical Bar – White



FLOTILLA COMMANDER

Emblem – White
Field – Blue



FLOTILLA VICE COMMANDER

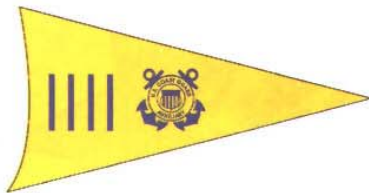
Emblem – White
Field – Red



CURRENT AND PAST OFFICER'S FLAG DEFINITIONS

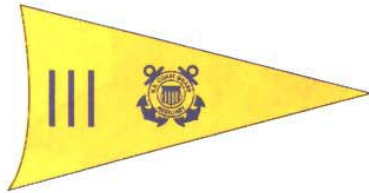
CURRENT OFFICER

PAST OFFICER



CHIEF OF THE DEPARTMENT

Emblem – Blue
Field – Yellow
Vertical Bars – Blue



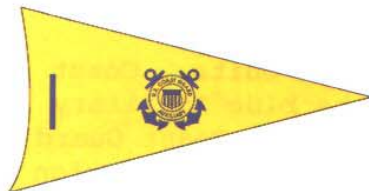
DIVISION CHIEF

Emblem – Blue
Field – Yellow
Vertical Bars – Blue



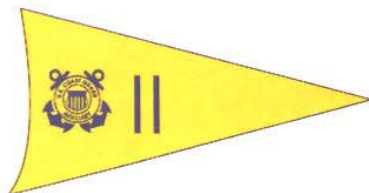
BRANCH CHIEF & AIDE TO THE NATIONAL COMMODORE

Emblem – Blue
Field – Yellow
Vertical Bars – Blue



BRANCH ASSISTANT

Emblem – Blue
Field – Yellow
Vertical Bar – Blue



DISTRICT STAFF OFFICER

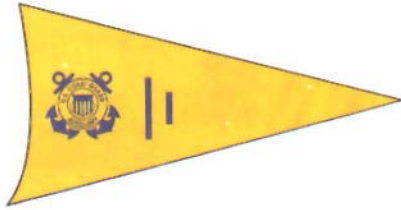
Emblem – Blue
Field – Yellow
Vertical Bars – Blue



CURRENT AND PAST OFFICER'S FLAG DEFINITIONS

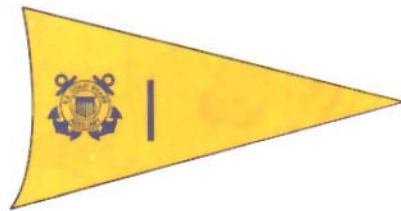
CURRENT OFFICER

PAST OFFICER



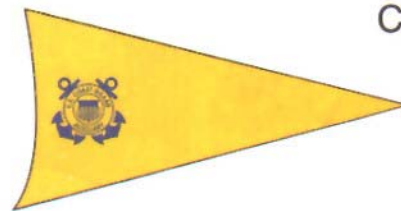
ASSISTANT DISTRICT STAFF OFFICER

Emblem – Blue
Field – Yellow
Vertical Bars – Blue



DIVISION STAFF OFFICER

Emblem – Blue
Field – Yellow
Vertical Bar – Blue



AIDE TO THE DISTRICT COMMODORE & FLOTILLA STAFF OFFICERS

Emblem – Blue
Field – Yellow



CURRENT AND PAST OFFICER'S FLAG DEFINITIONS

7. **Auxiliary Ensign Display By Coast Guard Units.** Coast Guard units may and should display the blue Auxiliary ensign to emphasize the Commandant's "Team Coast Guard" concept Coast Guard units may fly the Auxiliary ensign whether or not an Auxiliarist is on board. Display shall be normal flag protocol.
8. **Flag Display By Auxiliary Surface Facilities.** Figures 3-4 through 3-6 show the proper display of flags on Auxiliary surface facilities.

	NATIONAL ENSIGN	COAST GUARD ENSIGN	AUXILIARY ENSIGN	AUXILIARY PATROL ENSIGN	AUXILIARY OFFICER
NOT UNDER ORDERS	OPTIONAL	NO	OPTIONAL	NO	OPTIONAL
UNDER ORDERS	YES	NO	NO	YES	OPTIONAL
ORDERED COAST GUARD ABOARD	YES	YES	NO	NO	NO
REF. SECTION	A.1	A.2	A.4	A.5	A.6
USE NOTES	Note #1	Note #2	Note #3	Note #4	Note #5

SUMMARY OF FLAG DISPLAY BY AUXILIARY SURFACE FACILITIES
Figure 3-4

SUMMARY OF FLAG DISPLAY BY AUXILIARY SURFACE FACILITIES

NOTES for Figure 3-4

Note #1: National Ensign. All facilities must fly the national ensign whenever the Auxiliary ensign is flown.

- (a) **Power Boats.** Fly from the stern staff except when it has a gaff, in which case the ensign must fly from the stern staff at anchor and the gaff when underway.
- (b) **Sail Boats.** Fly from the stern staff underway or at anchor. May optionally fly, when under sail, from peak of aftermast sail on a gaff-rigged boat, or from 2/3 up the leech of aftermost sail on a Marconi rigged boat (Figure 3-5, configuration B).

Note #2: Coast Guard Ensign. Fly in place of both the Auxiliary (Blue) ensign and the Auxiliary patrol ensign when ordered Coast Guard officers or petty officers are aboard.

Note #3: Auxiliary Ensign. All facilities must fly the national ensign whenever the Auxiliary ensign is flown.

(a) **Power Boats.**

- From main truck when boat has a mast(s).
- Without a mast, from the bow staff (Figure 3-6, configuration A).
- (OPTIONAL) Without a mast, but with a radio antenna, display the Auxiliary ensign from the antenna. The uppermost portion of the ensign must be put at a point about 2/3 the way up the antenna (Figure 3-6, configurations B and F).

(b) **Sail Boats.**

- At mainmast head of catboat, cutter, sloop, ketch, or yawl; foremast head of a schooner, or
- At the principal starboard spreader/shroud when Auxiliary officer pennant/burgee is at masthead/shroud (Figure 3-5, configurations A and E-1).

Note #4: Auxiliary Patrol Ensign. Flown in place of the Auxiliary (Blue) ensign when under orders.

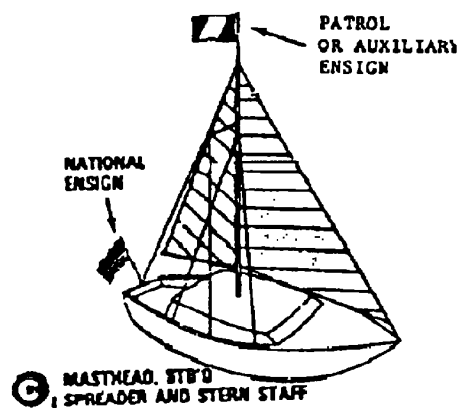
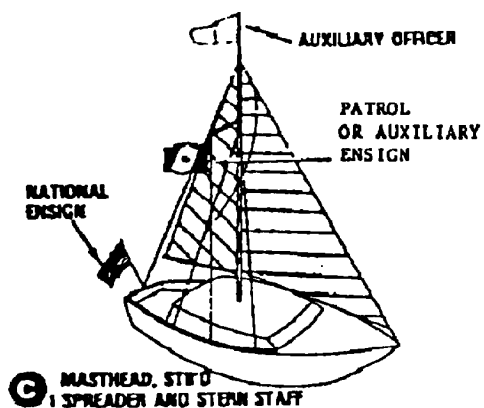
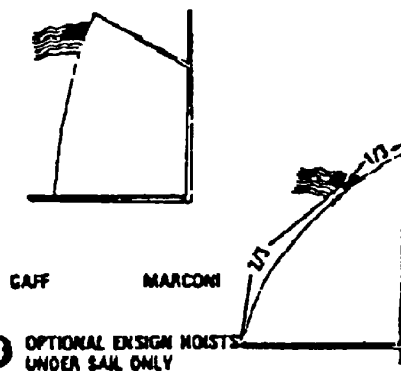
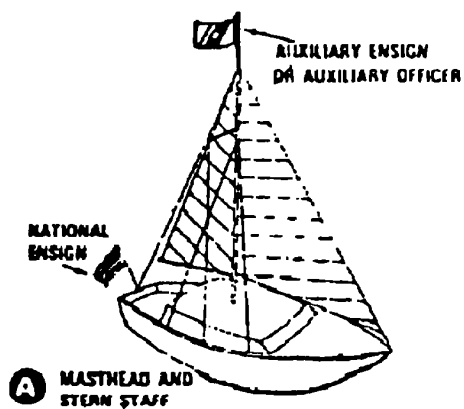
Note #5: Auxiliary Officer. A surface facility under orders may fly an officer's pennant or burgee in addition to the national and patrol boat ensigns.

(a) **Power Boats.**

- From starboard yardarm when boat has yardarms (spreaders). If the boat has a mast but no yardarms (such as a power boat's radar mast), fly the Auxiliary ensign from the truck of the mast and the officer's pennant or burgee from the bow staff (Figure 3-6, configuration D).
- If boat has no mast, fly it instead of the Auxiliary ensign from the bow staff.
- Fly only one pennant/burgee at any one time.

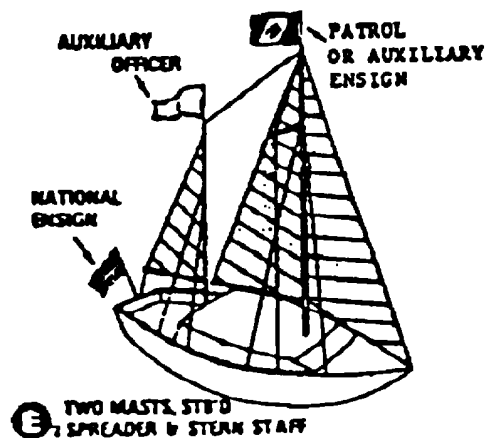
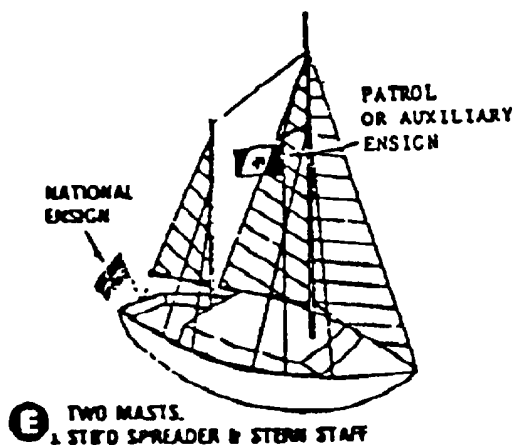
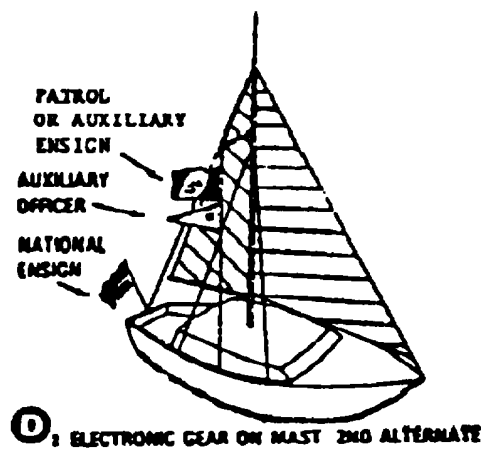
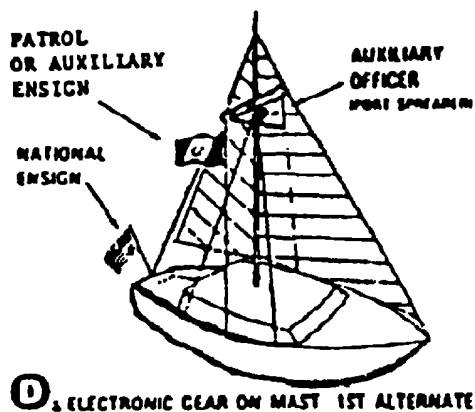
(b) **Sail Boats.**

- At masthead of boat without spreader halyard instead of Auxiliary ensign (Figure 3-5, configuration A).
- At masthead of single masted boat when Auxiliary ensign is at starboard spreader or shroud (Figure 3-5, configuration C-1).
- At aftermost masthead of multi-masted boat when Auxiliary ensign is carried on foremost masthead (Figure 3-5, configuration E-2).
- On port/starboard spreader/shroud under Auxiliary ensign when electronic equipment at masthead (Figure 3-5, configurations D-1 and D-2).



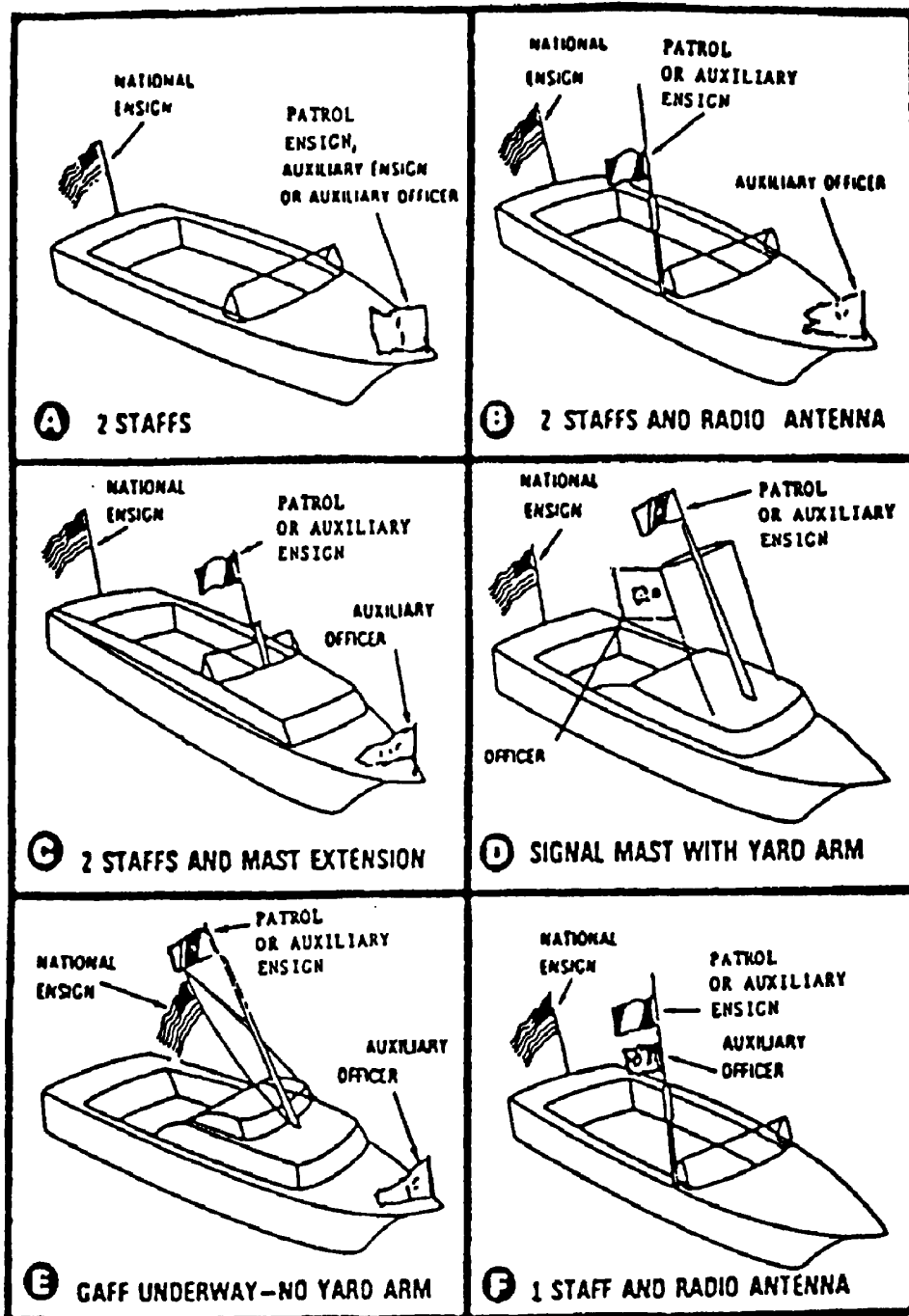
SAIL BOAT FLAG DISPLAY
Figure 3-5

SAIL BOAT FLAG DISPLAY



SAIL BOAT FLAG DISPLAY (Cont'd)
Figure 3-5

SAIL BOAT FLAG DISPLAY (Cont'd)



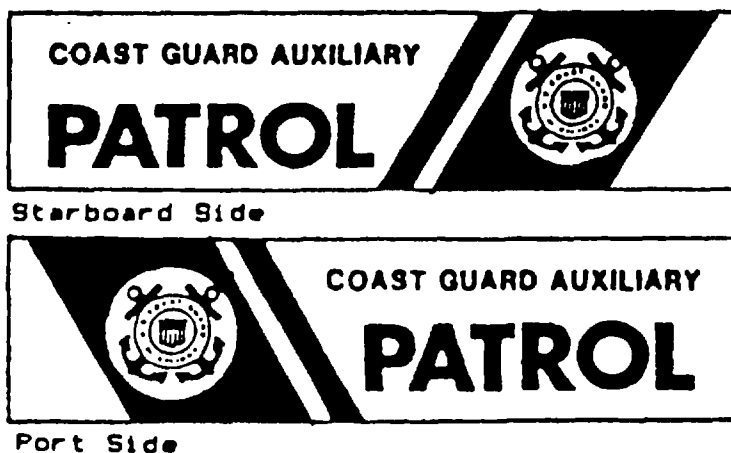
POWER BOAT FLAG DISPLAY
Figure 3-6

POWER BOAT FLAG DISPLAY

B. Signs.

1. Surface Facility Patrol Signs.

- a. Auxiliarists operating Auxiliary surface facilities on patrol must prominently display the patrol signs shown in Figure 3-7. These signs must be visible on both sides of the facility. A facility must not display patrol signs while it is in the water and not under orders.

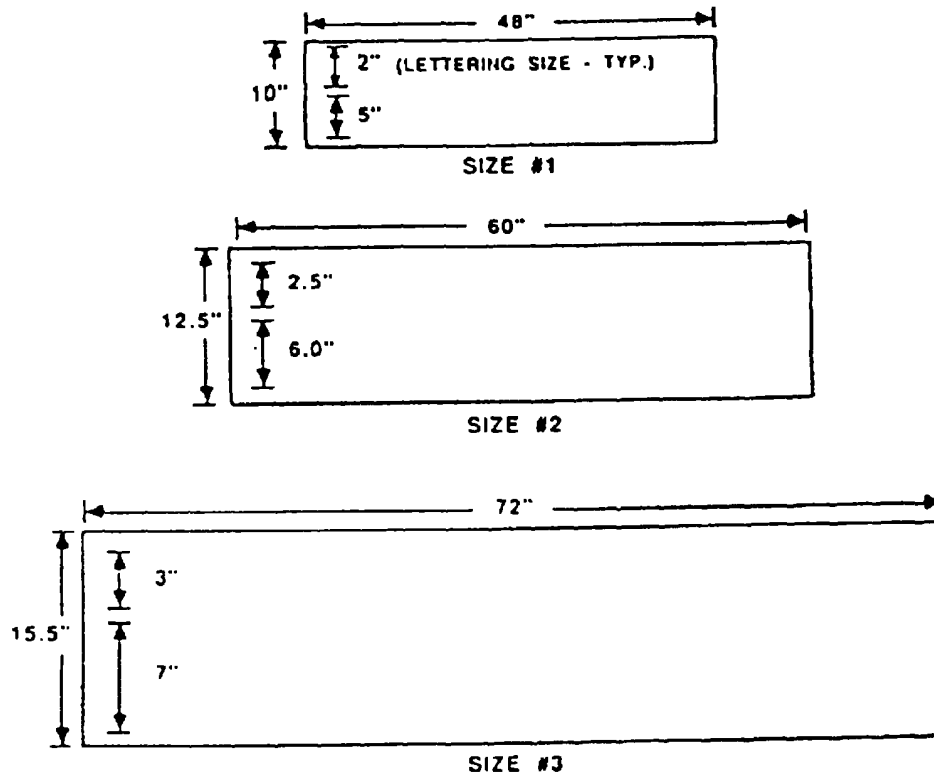


Auxiliary Facility Patrol Signs
Figure 3-7

AUXILIARY FACILITY PATROL SIGNS

- b. Patrol signs are available from the Auxiliary National Materials Center (ANMC) in three sizes. Figure 3-8 shows the approximate dimensions. Figure 3-9 shows the recommended sizes per boat length.
- c. Patrol sign lettering must be black or dark blue. A similarly colored sign border or oversized mounting board is optional.
- d. Auxiliary surface facilities on orders may carry and display a stern patrol sign board. This option is only for boats with sterns of adequate size. Auxiliarists may use either a port or starboard sign board in the stern position (stripe going in either direction). The optional stern sign board must be the same size or smaller than the required port and starboard sign boards.

PATROL SIGN SIZES



Auxiliary Facility Patrol Sign Dimensions
Figure 3-8

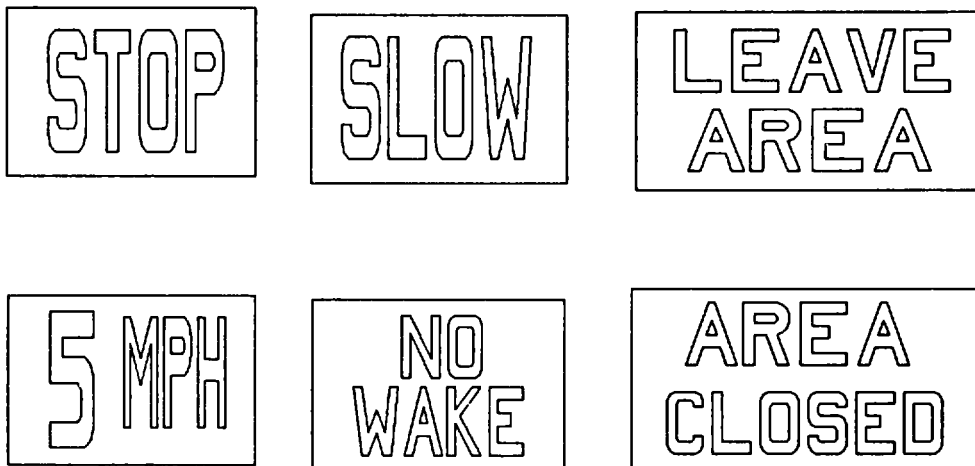
Auxiliary Facility Patrol Sign Dimensions

FACILITY LENGTH, OVERALL	14' - 24'	20' - 30'	Over 30'
RECOMMENDED	#1	#2	#3

Auxiliary Facility Patrol Sign Sizes
Figure 3-9

Auxiliary Facility Patrol Sign Sizes

2. **Control Signs.** Auxiliary facilities conducting regatta patrols are encouraged to carry and use control signs.
 - a. Auxiliarists may construct control signs (Figure 3-10). They must have solid black (or dark blue) block letters (minimum 4 inches in height) on a yellow background. Control signs must be lightweight construction and fitted with hand-holds. The signs need not be rectangular, but may be hexagonal or diamond shaped, similar to traffic signs. Control signs can be two-sided to reduce the total number of signs. Hand-holds can be integral with the sign board to allow two-sided signs. For further information see AUXPAT Text, COMDTPUB P16794.27.
 - b. Auxiliarists may display control signs only as needed.

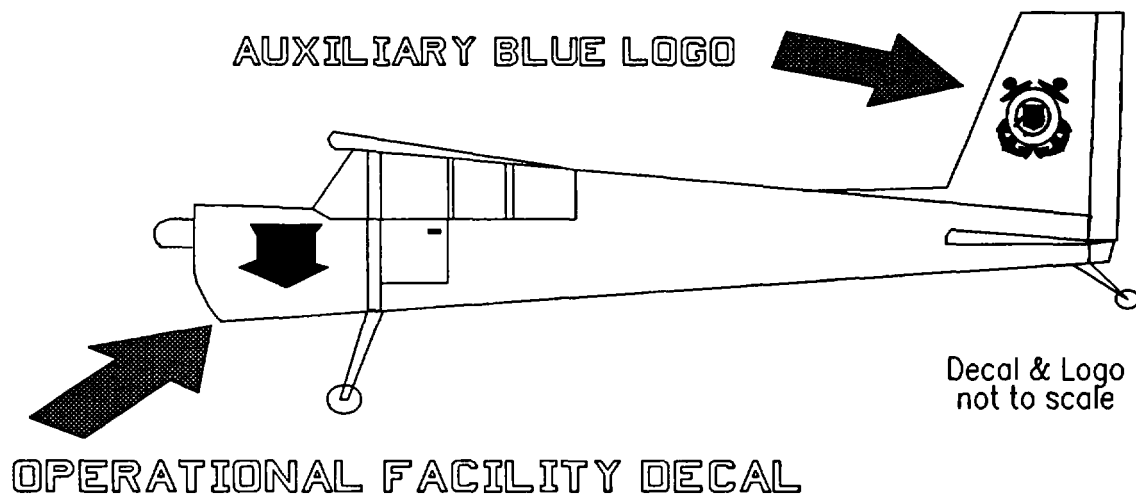


CONTROL SIGNS
Figure 3-10

CONTROL SIGNS

3. **Mobile Unit Patrol Signs.** Operators of Auxiliary land mobile radio units may display the Auxiliary land mobile radio unit patrol signs. These signs are made with plastic magnetic tape and similar in design to the Auxiliary facility patrol signs in Figure 3-7. Auxiliarists may display these patrol signs only while on orders.

- a. These signs are available from the Auxiliary National Materials Center (ANMC). Auxiliarists must only use the manufactured patrol signs. No substitutes are acceptable. Also, Auxiliarists may not permanently affix a patrol sign to their vehicle.
 - b. Auxiliarists must place patrol signs on the upper half of the front doors on both sides of the vehicle, as much as the vehicle design will permit.
- C. Decal Insignia.** Auxiliarists may display only that decal insignia authorized below and only on those specific facility types listed.
- 1. **Boats.** Auxiliary surface facilities must display only the appropriate facility decal insignia -- including the operational wreath for operational facilities. Auxiliarists must display Auxiliary facility decals and operational wreaths on the port side of the boat. They must be visible when meeting other boats in the typical "port to port" situation. The operational wreath must be positioned immediately underneath the facility decal causing them to blend together. Auxiliarists may not display a CME decal on any Auxiliary facility. (Auxiliarists may not display the facility decal on Special Purpose Facilities.)
 - 2. **Radios.** Auxiliary radio facilities may only display the miniature decal and wreath. See CHAPTER 9, paragraph D.2, for limitations.
 - 3. **Aircraft.** Display of Auxiliary decals and markings is at the discretion of the Auxiliarist, but must be in conformance with the below guidelines.
 - a. **Operational Facility Decal.** Auxiliarists must place the operational facility decal on the pilot's side of the aircraft, forward of the wing. (See Figure 3-11)
 - b. **Auxiliary Marking.** Since an aircraft does not lend itself to the flying of the Auxiliary ensign, owners may place the Auxiliary blue logo decal on the aircraft. Auxiliarists must only place this logo on both sides of the vertical stabilizer (outside of stabilizer for twin tail aircraft) or on both sides of the fuselage aft of the wing. The Auxiliary blue logo must not be in both positions. (See Figure 3-11)

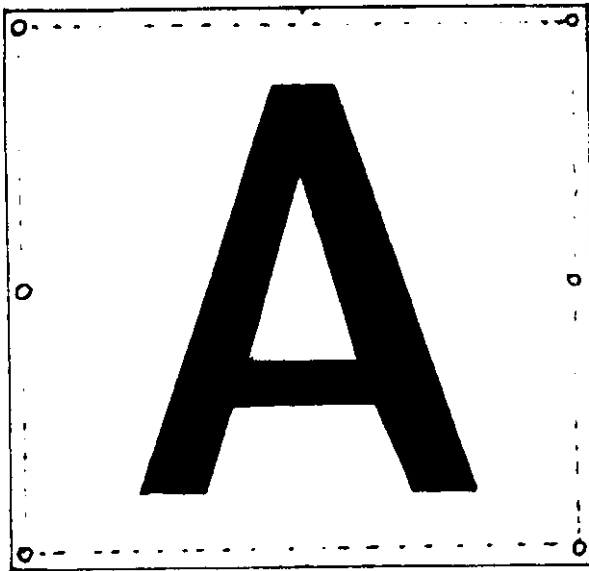


AUXILIARY AIRCRAFT DISPLAY OF DECALS AND MARKINGS
Figure 3-11

AUXILIARY AIRCRAFT DISPLAY OF DECALS AND MARKINGS

- D. Air to Surface Marking.** To provide easier identification of Auxiliary aircraft from the surface, owners may place the word "RESCUE" on the underside of the wing or fuselage.
- E. Coast Guard Identification Insignia.** Individuals or groups may not use the Coast Guard's well known "slash" (properly known as the "Coast Guard Identification Insignia") without prior authorization from the Commandant. The Coast Guard slash is for identifying Coast Guard boats, cutters, aircraft, and units. The Coast Guard also uses it on semiofficial and official publications, stationery, etc., and on such items as authorized Coast Guard jewelry.
- F. Surface to Air Recognition Banner.** To provide the best view for and identification from other surface locations, surface facility operators must display Auxiliary ensigns, flags, lights, and patrol signs in a vertical plane. However, identification of an Auxiliary surface facility by an aircraft is difficult. This is due to the limited time, near vertical viewing angle, and altitude restrictions an aircraft has available. Using the surface to air recognition banner, Figure 3-12, in a horizontal plane will help air crewmembers identify an Auxiliary facility.
1. Auxiliarists may display the surface to air recognition banner in the following manner.
 - a. Only use it on an operational surface facility that is under orders.

- b. Do not permanently affix the banner to any facility.
 - c. Use the banner as an optional display.
 - d. Display the banner in a horizontal plane, on the fore-deck, pilothouse, or bimini top. The base of the "A" must be towards the stern of the boat.
2. Auxiliarists may make a surface to air recognition banner under the following guidelines:
- a. The banner must be 36"x36" in size. Use a larger banner only if adequate display area is available on the facility.
 - b. Make the banner using nylon, hemmed edges, and grommets for fastening it down.
 - c. Sew on the letter "A" (for better durability) or use the silk screening process.
 - d. Use international orange color for the background and black for the letter "A." The "A" must be 80% of the banner's height.



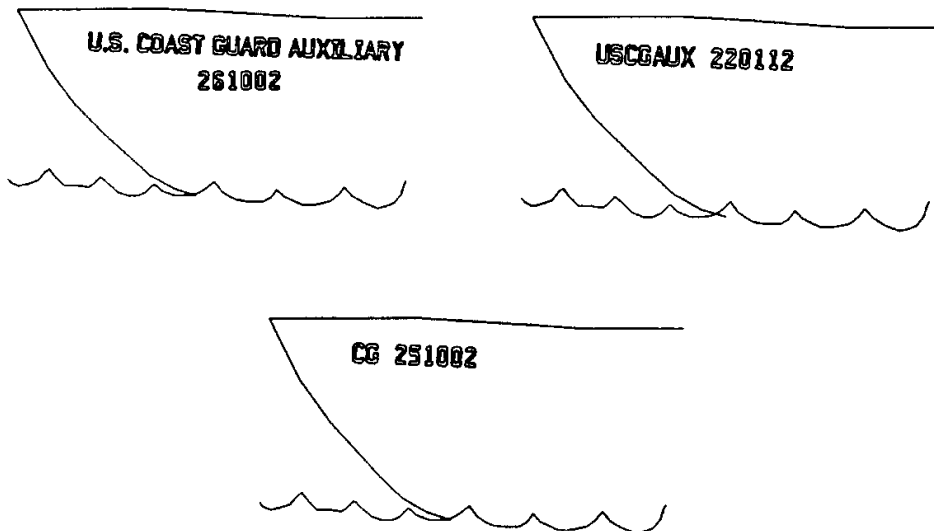
SURFACE TO AIR RECOGNITION BANNER
Figure 3-12

G. Auxiliary Unit Vessel Markings.

- 1. In addition to complying with flag and sign provisions in this chapter, Auxiliary Unit Vessels owned by the unit

shall be marked on each side of the hull (and, if feasible, marked on the transom) with the words "U.S. Coast Guard Auxiliary," "U.S. Coast Guard Aux," or "USCGAUX." The facility call sign, required to be issued by the director of Auxiliary per the provisions of CHAPTER 9 (paragraph C.2.e), shall be placed directly below the Auxiliary markings, if space permits. The district commander may authorize use of a Coast Guard call sign for Coast Guard boats transferred or loaned to the Auxiliary, instead of the director issued call sign. Otherwise, the number should be placed aft of the Auxiliary markings. The letters and numbers shall be affixed to the vessel and be "block" type, 4 inches in height, and either white or black (contrasting to the hull color). See Figure 3-13.

2. Auxiliary Unit Vessels may display a Coast Guard Auxiliary identification insignia consisting of a broad diagonal blue stripe followed towards the stern by two narrow stripes, first white and then red. The Auxiliary emblem shall be centered within the confines of the broad blue diagonal stripe.
3. The Coast Guard markings on Coast Guard owned and maintained boats, authorized by Commandant (G-OCS) to be specifically made available for Auxiliary use, must be replaced with Auxiliary markings per this chapter. However, these boats will retain the assigned Coast Guard boat numbers, instead of using a director issued call sign.



AUXILIARY UNIT VESSEL CALL SIGN DISPLAY
Figure 3-13

CHAPTER 4: OPERATIONAL ACTIVITIES

A. General. Competent Coast Guard authority (normally a unit commander) must approve the operational activities of Auxiliary (operational or special purpose) facilities. An Auxiliarist operating a facility without orders is doing so as a private citizen and not as an Auxiliarist (see paragraph B).

1. Operators must report the ordered use of an operational facility in the appropriate patrol category on the form prescribed by the Auxiliary Member Forms Guide, currently the Activity Report - Mission form (CGAUX-26). Auxiliarists conducting an operational activity which does not fall within the definition of a patrol (see paragraph C.1) must report it as an operational support mission.
2. Only the Auxiliarist listed as operator for the facility on a set of orders will get the credit as operator for the patrol. The ordered operator is always responsible for the crew and safe operation of the facility. They must operate within the bounds of their orders. Do not change operators in the middle of a patrol. (The only exception is in situations where the operator is physically unable to continue the patrol. The patrol must be terminated and the unit commander notified immediately.) Changing from one operator to another during a patrol does not release the first operator from her or his responsibilities.
3. Unit commanders or directors may not assign in any fashion (that is, verbal or written orders, or as a volunteer) an Auxiliarist to crew or help crew the facilities of organizations outside the Coast Guard (for example, Civil Air Patrol, Power Squadron, etc.). The only exception is to allow Auxiliarists to provide other local, state, or federal government agencies with training and education afloat on Auxiliary facilities or those agencies' vessels. The members of those agencies may not crew or help crew Auxiliary facilities but may serve as trainees during authorized training missions/evolutions. Also, written agreements should be developed that identify everyone's responsibility (for example, each agency should understand they are responsible for the costs associated with repair of damage to their own boats/craft and medical treatment for their own personnel, etc. Nothing in this paragraph shall prohibit an Auxiliarist being on board a distressed vessel during a SAR evolution, including while towing the distressed vessel, or while assisting a boater.
4. In addition to promoting boating safety on state waters,

| Auxiliarists may provide SAR patrols, safety and security
| zone patrols, pollution patrols, environmental protection
| and disaster relief patrols. This includes the use of
| Auxiliary operational facilities, on either reimbursable
| or non-reimbursable orders, on state waters and municipal
| waters over which the state has jurisdiction.

5. Auxiliarists may use an Auxiliary facility in any logistics mission with the approval of the unit commander. Any logistics mission is primarily for moving personnel or equipment when the resources of the agency requesting transportation are unable to provide the necessary platform. See paragraph F.5.b.

B. Not Under Orders.

1. Good Samaritan.

- a. 46 U.S.C. 2303 requires the operator of a boat involved in a marine casualty to give aid, when able to be done without serious danger to the operator's boat or to individuals on board. In addition, most states have good Samaritan laws that protect people who render such assistance, without objection from the person assisted, from liability for any civil damages. The Volunteer Protection Act of 1997, recently signed into law, also provides liability protection for good Samaritans. The assisting person must be acting in an ordinary, reasonable, and prudent manner. The extent of a rescuer's liability for injuries resulting from "Good Samaritan" actions depends on the circumstances of a particular case and the applicable law.
- b. Any Auxiliarist acting in response to a potential SAR incident, before receipt of verbal or written orders from competent Coast Guard authority, is taking action as a "good Samaritan" private boater. Without orders, their actions will fall outside the Coast Guard's liability umbrella, even if in uniform. The Coast Guard bears no responsibility and will not intervene for the Auxiliarist who acts as a Good Samaritan (for example, an Auxiliarist not under orders helps in a boating rescue). Refer to CHAPTER 2, paragraph A, for details on orders.

2. **Auxiliary Actions.** The Coast Guard serves as Search and Rescue (SAR) coordinator for all maritime emergencies. If a boater has a non-emergency situation but needs some help, the Coast Guard will normally coordinate the effort to locate an alternative source of assistance.

- a. Auxiliarists on orders and operating an Auxiliary operational facility must follow the Coast Guard's

policy concerning the Maritime SAR Assistance Policy (see paragraph F.7 of this chapter). In a non-emergency SAR case, the coxswain of an operational facility on orders that discovers a boat needing assistance (a "come upon"), but which has not made radio contact with the Coast Guard, should relay the assistance request to the unit commander and may independently determine whether or not to provide aid and then provide aid, if capable. No Auxiliary facility may tow another boat unless the safety of both boats, and the passengers on board each, is reasonably assured. If the coxswain can not safely tow a disabled boat, the operator may endeavor to remove the passengers and standby until a capable resource arrives. The coxswain who decides to commence towing the "come upon" must then tell the unit commander the name of vessel, its location, and where it is being towed. Remember, the Auxiliary facility must deliver the disabled boat to the NEAREST safe haven. If the operator of the disabled boat wishes to go elsewhere, they will have to negotiate such services with a friend, a good Samaritan, or a commercial provider.

- b. Auxiliarists, not under orders, having information concerning an actual or potential distress (emergency or non-emergency), must advise the nearest Coast Guard unit without delay. The Coast Guard will need the below information:
 - (1) Identify yourself as an Auxiliarist and give your radio call or instructions on how the Coast Guard can reach you.
 - (2) Describe the situation. Give position, nature of the distress, number and condition of persons in distress, number or name of distressed (surface or air) craft, type of craft (that is, a sailboat, a PWC, an airplane, etc.), approximate length, color (of hull, of deck house, of fuselage, etc.). If informed of a distress by another person, also give pertinent data as to who provided the information.
 - (3) Advise what you intend to do to help. Use good judgment and do not try an assist endangering your crew or facility. Consider the duty officer's advice (see CHAPTER 2, paragraph A.2). If possible, remain on scene until other help arrives or released.
- c. See CHAPTER 2, paragraph A.5, for information on "Pocket" orders. Pocket orders allow a unit commander to place an Auxiliarist on orders during

certain circumstances when the Auxiliarist is not in contact with the unit commander.

- d. An Auxiliarist may not help in SAR incidents in foreign waters without official orders granting specific authority for foreign operations. Action necessary to prevent imminent loss of life may be taken without prior approval. However, Auxiliarists must report such actions to the unit commander and director by the most rapid means available.

C. Ordered Operational Patrol Missions.

- 1. **Patrol.** A patrol is the movement of an operational facility under orders to conduct an ordered mission. The Coast Guard issues the orders to the operator of the facility, who may NOT always be the owner. (Note that the operator is authorized to refuse the orders.) A patrol by a boat or aircraft begins when the facility has left the dock or pier, has taxied from hangar or tie-down, or is launched, -- not when arriving "on station." The patrol ends when the facility returns to its dock, hangar, or launch ramp by the most direct route.
 - a. For a patrol, a vessel, aircraft, or special purpose facility MUST have 2-way communications with any Coast Guard Unit, any Auxiliary unit, or any federal, state or local agency (that is, Army Corp of Engineers, police, fire department, etc.) or any local marina. At a minimum, the facility operator must notify that party before beginning the mission, to let them know the patrol's start and end times and the names of all individuals on board, and notify them upon return from the mission. Facility operators should follow all Coast Guard reporting requirements during a patrol (that is, position reporting, OPS NORMAL, etc., at least every 60 minutes for a vessel facility and every 15 or 30 minutes, depending on aircraft type, an aircraft facility), including any local requirement. Facilities enroute to or from assigned areas are subject to call and assignment, if needed.
 - b. Unit commanders must make every effort to use the Auxiliary in a multi-mission manner. For example, unit commanders could use a single Auxiliary patrol for SAR, discrepancy reporting for any Aid to Navigation (ATON) or verification of a specifically identified ATON(s), verification and discrepancy reporting for any Private ATON (PATON), chart updating, member training, and pollution response or marine environmental purposes - all at the same time. Auxiliarists must report multi-mission patrols per the Auxiliary Member Forms Guide.

2. **Types Of Operational Missions.** The Coast Guard no longer encourages the Auxiliary to conduct single mission patrols but rather to conduct an all purpose patrol with multiple missions. A patrol can include some or all of the following. Each mission is subject to the applicable operational guidelines in paragraph F. All of the following missions are reported per the Auxiliary Member Forms Guide:

- a. **Safety Mission.** The primary purpose of a safety mission is SAR.

- (1) A SAR call-out is the unscheduled movement of a facility. The movement is at the specific request of a unit commander for a SAR mission. If the unit commander cancels a SAR call-out before movement, report mission time as operational support (see paragraph D). A call-out of less than 4 hours duration can be reported as a complete mission. Auxiliarists may not submit an AUXMIS report where an Auxiliarist gives aid as a private citizen.
- (2) Auxiliarists usually perform movements of a facility engaged in storm, flood, and other disaster or emergency response in conjunction with the Coast Guard or local agencies. Report these cases as safety patrols.

- b. **Regatta Mission.** Auxiliarists conduct regatta missions to enhance safety during approved regattas or other marine events. CHAPTER 5, paragraph B, contains operational guidance for conducting regatta missions.

- c. **Aids To Navigation/Chart Updating (ATON/CU) Mission.** See Coast Guard Auxiliary Aids To Navigation Program, COMDTINST 16500.16 (series).

- (1) Auxiliarists conduct **ATON missions** to verify private aids to navigation or support Coast Guard ATON efforts.
- (2) Auxiliarists conduct **chart updating missions** to verify the accuracy and completeness of information published on charts and related navigation publications.
- (3) Report all ATON discrepancies to the Coast Guard, using the most appropriate method (radio, telephone, or mail).

- d. **Qualification Examiner (QE) Mission.** Auxiliarists

conduct QE missions to qualify other Auxiliarists in the tasks required for the different Auxiliary programs (that is, the levels in the Boat Crew Program, new QEs, etc.). Orders for a QE mission must be in the name of the facility coxswain only. The QE can not be the only qualified coxswain on board.

- e. **Marine Safety and Security, and Environmental Protection Mission.** Auxiliarists conduct marine safety and security, and environmental protection missions to support Coast Guard Marine Safety units and the various programs for which they are responsible. Some examples are pollution response, marine environmental missions, harbor and anchorage patrols, aircraft over flights, safety and security zone patrols, and environmental education and outreach activities.
 - f. **Law Enforcement Support Mission.** Auxiliarists conduct law enforcement support missions to provide transportation for a specific law enforcement mission.
 - g. **Logistical Support Mission.** Auxiliarists employ facilities to provide logistical support in any of the above missions.
 - h. **Agency Support Mission.** Auxiliarists employ facilities to support other agencies, as authorized by the Coast Guard.
3. **Reporting Missions.** The Auxiliary Member Forms Guide identifies each mission category and how Auxiliarists are to report a mission and the type of facility used.
4. **Operational Mission Requirements.** Auxiliarists on assigned missions and the facilities used on those missions must meet the following requirements:
- a. Auxiliary operational facilities must have the minimum required qualified crew on board (or in the immediate vicinity, if on standby). The unit commander and operator must take factors such as type of duty, weather, day/night operations, expected time on mission, and crew experience into consideration to determine an appropriate crew size.
 - b. Only a designated and qualified Auxiliarist - the operator (i.e., coxswain, pilot, etc.) - may operate an Auxiliary operational facility, except as noted in paragraph F.3.e. The operator is responsible for all aspects of facility operation. They do not have to be the helmsman (or pilot) and may delegate that duty

to a qualified crewmember. The operator is the person listed as the "operator" on the orders. They will be either the owner of the facility or one of the people listed on the owner's "Non-owner Authorization Letter."

- c. The operator must have all crew wear:
 - (1) The appropriate uniform (normally working, undress, hot weather boat crew outfit, or jump suit) authorized in COMDTINST M16790.1 (series) or OPORDERS (as authorized in CHAPTER 2, paragraph A.1.d). Unit commanders may, for emergency call outs only, waive the requirement for being in the appropriate uniform and displaying patrol sign boards. The wearing of hypothermia protective suits, when required, constitutes an "appropriate" uniform.
 - (2) The appropriate personal flotation device (PFD) with required survival equipment attached. (See paragraph F.11, F.12, and F.20.f)
- d. The operator must use only a currently inspected facility accepted for use by the director. The facility must have on board all equipment and publications required for designation as an operational facility or special purpose facility.
- e. The operator must be sure the facility properly displays all required flags, pennants, decals, and patrol signs (See CHAPTER 3).
- f. The operator must carry out missions assigned or undertaken following Coast Guard policies, regulations, or orders of unit commanders and must meet any additional qualifications specified by the district commander.
- g. The coxswain of an operational vessel facility must follow the requirements of paragraph C.1.a concerning communications and position reporting during a patrol. CHAPTER 6, paragraph J, lists the position reporting requirements for an operational aircraft facility.
- h. The coxswain must **not** intentionally enter or operate a vessel facility in a surf zone. See paragraph F.17.
- i. The operator or any crewmember must **not** use, or be incapacitated by alcohol or illegal drugs, or allow such use on the facility. This prohibition includes prescribed medications which may diminish the ability

| of an Auxiliarist to function safely. Failure to
| abide by these rules will be grounds for
| disenrollment.

- j. The operator or any crewmember must **not** take any action which may imply to the boating public the Auxiliary has any specific law enforcement authority. Care must be taken with the public when exercising assigned regatta mission responsibilities, as the public may confuse these responsibilities with law enforcement authority.
- k. The coxswain or any crewmember must **not** conduct Courtesy Marine Examinations (CMEs) while actually underway. See CHAPTER 5, paragraph D.2, on how to conduct CMEs pier-side.
- l. The operator must **not** use unauthorized lights, sirens, flags, or markings and must be sure the facility does **not** display unauthorized lights, sirens, flags, or markings.

D. **Operational Support Missions.** An Operational Support Mission is a service provided for/to operational Coast Guard units (that is, groups, stations, air stations, MSOs, etc.) in support of Coast Guard programs. This service does not involve the movement of an Auxiliary facility. A unit commander must specifically authorize these kinds of missions. Report operational support missions per the
| Auxiliary Member Forms Guide.

- 1. Examples (but not an inclusive list) of operational support missions:
 - a. Support to a Coast Guard unit, such as a communications watchstander.
 - b. Coast Guard approved operational activities in support of state, local or other federal agencies (other than patrols or public education).
 - c. ATON/Chart Updating, bridge administration, waterways management, inspections, ice operations, port safety and security, and Private Aids Verification missions other than those accomplished while underway. See CHAPTER 5 for further details.
 - d. Watchstanding or serving as officer of the day or operations officer, or person in charge of Auxiliary-operated facilities, such as Auxiliary SAR Detachments (see CHAPTER 5, paragraph C).
 - e. Aiding (other than while on patrol) the Coast Guard during pollution incidents.

- f. SAR standby, when on call under the authority of a unit commander. Standby is the time spent near the facility, in uniform, while moored or in the case of aircraft, when near the facility at the airport, awaiting orders to deploy.
- g. Communications watchstanding at Auxiliary facilities, such as:
 - (1) Fixed land or land mobile communications facility support provided to either Coast Guard units or Auxiliary facilities.
 - (2) A communications watch at an Auxiliary radio facility specifically requested by the Coast Guard.
 - (3) Passive direction finding (DF) activities in support of an Auxiliary operational mission or at the request of a Coast Guard unit.
NOTE: Only one operator per radio station may report mission activity credit at any one time.

- | h. Monitoring of a radio frequency, unless specifically requested by the Coast Guard or in support of a facility on patrol.
- | i. The time spent on Auxiliary training net drills unless the Coast Guard requests the net drills.
- | j. Participation in an Auxiliary administrative traffic net or an Auxiliary amateur radio (HAM) net.
- | k. Miscellaneous support, such as lighthouse watchstanding or tower watches, marine licensing and inspection missions, or conducting administrative license and marine document examinations.

- 3. The relationship between the Auxiliarist assigned to perform an operational support mission at a Coast Guard unit, the Auxiliary, and the Coast Guard unit must be clear. Everyone must understand the relationship so the assignment does not infringe on the authority or responsibility delegated to Auxiliary officers. To provide for the proper use and conduct of Auxiliarists, follow the below procedures:
 - a. The Auxiliarist must tell her/his respective Flotilla Commander when a Coast Guard unit initially accepts the Auxiliarist for Coast Guard support missions at the unit.

- b. The Auxiliarist must be wearing an appropriate uniform while on the assigned mission.
- c. The Auxiliarist must report his/her activities on the appropriate AUXMIS reporting form.
- d. While carrying out support missions, no titles or duties other than those discussed elsewhere in this manual are to be assigned to any Auxiliarists which might imply supervision, direction, or any leadership role over any other Auxiliarists or Coast Guard personnel.
- e. No Coast Guard unit may vest Auxiliarists with any titles or duties which entail direct law enforcement duties or responsibilities.
- f. Only the unit commander (as defined in CHAPTER 1, paragraph B.10) may assign any titles or duties to an Auxiliarist (that is, communications watchstander, boat crewman, etc.). Both the unit commander and the appropriate Auxiliary unit commander must mutually agree to the assignment when the assignment includes authority over other Auxiliarists (e.g., coxswain, JOOD, etc.).
- g. No Auxiliary staff officer or elected officer may delegate any authority or duties to any other Auxiliarists on missions assigned by Coast Guard authority.
- h. The qualification of an Auxiliarist will be done under current manuals and directives. Only specially trained Auxiliarists and Coast Guard personnel are responsible for qualifying Auxiliarists. For example, in the Auxiliary boat crew qualification program, these trained Auxiliarists are known as Qualification Examiners (QEs) and Coast Guard personnel are designated as Coast Guard Station QEs.
- i. As required in the Auxiliary Manual, all personnel must refer complaints of misconduct of an Auxiliarist on a support mission to the Flotilla Commander and the unit commander who issued the orders for the mission.

E. Facility Status.

- 1. **Operating Status (ALFA Status).** A facility is on Operating Status when performing an ordered mission or task, except standby. Do not consider a facility to be on Operating Status solely because of absence from its home station (for example, an aircraft or boat temporarily deployed from its assigned station for

operational reasons).

2. **Readiness (Standby) Status (BRAVO Status).** An Auxiliary aircraft or vessel facility is in Readiness Status (potential working status) when under orders, but not in Operating Status. A facility in BRAVO Status must be ready to proceed within the stated period, defined as follows.
 - a. **BRAVO ZERO:** Ready to Proceed without delay.
 - b. **BRAVO-n:** Ready to proceed within (n) hours (for example, a BRAVO-2 SAR standby boat or aircraft could be underway in two hours).
3. **Maintenance (Repair) Status (CHARLIE Status).** This operational status does not normally apply to Auxiliary facilities. However, Charlie Status would apply to a facility disabled while on an ordered mission or a disabled Auxiliary unit vessel.

F. Operational Guidelines.

1. **Law Enforcement/Firearms Prohibition.** While Auxiliarists cannot execute direct law enforcement missions, they may support certain Coast Guard law enforcement activities. The key restriction is that **no** command can vest Auxiliarists with general police powers (that is, powers to search, seize, or arrest) or give Auxiliarists any direct role in a law enforcement action. However, a unit commander may request an Auxiliarist employ an operational facility to provide transportation or logistic support to Coast Guard personnel enforcing general vessel safety laws (that is, conducting CG-4100 boardings) where there is a low chance of detecting criminal activities. Sorties for regattas, marine parades, safety/security zones, or pollution reporting or monitoring sufficiently relate to promoting boating safety and protection of the marine environment to be considered missions not involving the exercise of direct law enforcement powers. Unit commanders **MUST** thoroughly brief Auxiliary crews on the nature and conduct of these assignments. Unit commanders may also use Auxiliary resources for logistic support of Coast Guard investigations or transportation of investigators.
Auxiliarists are prohibited from conducting the following activities:

- a. Actual boarding of a boat for law enforcement purposes.
- b. The carrying of firearms (**by hand or holster**) on their person.

- c. Investigating complaints of negligent operations or serving of subpoenas.

NOTE: For a law enforcement boarding, Auxiliarists are only authorized to assist law enforcement officials (Coast Guard, federal, state, or local) by providing their facilities as boarding platforms. Auxiliarists assisting these law enforcement officials, other than as outlined in this manual will be acting outside the scope of the employment set for the Auxiliary and probably will not be covered by the Coast Guard's legal umbrella (see CHAPTER 2, paragraph A and CHAPTER 4, paragraphs F.3 and 5). In the event any problem occurs on board a vessel being boarded, the only option available to the Auxiliary crew and facility is to stand off and to request assistance from the Coast Guard unit commander.

- 2. **Intelligence.** District commanders may place Auxiliary assets under orders to observe and to report information but only under the following conditions:
 - a. Appropriate safeguards are set up to maintain the confidentiality of information received from the Auxiliary and the reporting source identity.
 - b. Unit commanders thoroughly brief Auxiliarists, who voluntarily accept such duty, on the nature and conduct of these assignments.
 - c. Unit commanders use Auxiliarists and their facilities in information gathering only on a carefully screened case-by-case basis.
- 3. **Coast Guard Personnel On Auxiliary Facilities.**
 - a. Coast Guard officers and petty officers may conduct boardings from an Auxiliary vessel facility which is crewed by Auxiliarists but only under the conditions listed below.
 - (1) There is a low chance of detecting unlawful activities or conduct during the boarding; and
 - (2) The Coast Guard may NOT request or require Auxiliarists to take any direct law enforcement actions. (Unit commanders are cautioned that Coast Guard personnel on board a facility for the purpose of exercising special duties may not require Auxiliarists to take any law enforcement action.)
 - b. Coast Guard personnel on board Auxiliary facilities, even those assigned to operate the facility, do not have the authority to compel Auxiliarists to follow any requests. They may request the Auxiliary operator take certain actions in the movement of the

facility (for example, to pursue, overtake, or come alongside another boat). In following such requests, the Auxiliary operator has sole responsibility for the safety of the facility and crew. If the requested movement(s) are not within the capability of the facility or crew, or in the Auxiliarist's judgment would hazard the facility or crew, the Auxiliarist must decline the request.

- c. To avoid a false interpretation by the public that the Auxiliary is directly involved in law enforcement, Coast Guard boarding personnel must ensure those being boarded understand:

- (1) The boarding party are U.S. Coast Guard personnel;
- (2) Under U.S. law, the boarding officer is a federal law enforcement officer and can enforce U.S. laws;
- (3) The boat operator and the crew are members of the U.S. Coast Guard Auxiliary and only provide a platform to transport the boarding party.

- d. Unit commanders may print a "3 x 5" card to supplement the boarding officer's discussion with a boat "operator." These cards must bear the Coast Guard logo and contain the following text:

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-----
| You have been boarded by the United States |
| Coast Guard. The individual conducting    |
| the boarding is a member of the Coast Guard |
| and is duly authorized to perform law      |
| enforcement duties.                        |
|                                           |
| The boat operator and crew are members of |
| the Coast Guard Auxiliary. Members of the |
| Auxiliary do not have law enforcement      |
| authority. Their sole duty is to provide  |
| the platform from which the boarding      |
| officer can carry out assigned duties.    |
|                                           |
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- e. With the concurrence of the facility owner, unit commanders may appoint a Coast Guard coxswain or pilot to act as operator of an Auxiliary operational facility. The designation must be done using the Auxiliary Patrol Order form. This Coast Guard coxswain (or pilot) is not to exercise any law enforcement authority or take any actions which would jeopardize the Auxiliarists on the facility. No other Coast Guard personnel may operate any Auxiliary facility. The provisions of this paragraph (except the law enforcement provision) do not apply to a facility under the custody and control of the Coast

Guard per CHAPTER 1, paragraph H.

- f. A Coast Guard officer or petty officer, on official duty and on board an Auxiliary facility which is under orders, may bring and use all necessary portable Coast Guard equipment to ease the execution of the duty. Also, on vessel facilities, the operator must fly the Coast Guard ensign instead of the Auxiliary operational ensign to signify the Coast Guard is on board. However, the operator must not display the Coast Guard ensign when Coast Guard personnel are on board only as crewmembers, for familiarization, for training, for a social event, or for similar activities.

- 4. **Auxiliarists On Coast Guard Units.** Any Auxiliarist may be authorized to train on Coast Guard units and replace or augment Coast Guard crews and augment Coast Guard air crews provided that the Auxiliarist is Basically Qualified (BQ) or has completed New Member Indoctrination and Entry Training, meets certain Auxiliary qualifications, and all necessary Coast Guard requirements. Specifically, Auxiliarists may:

- a. Be qualified and certified per current Coast Guard standards for any position on a Coast Guard boat or cutter and may be assigned to any position except coxswain, per the Coast Guard Boat Crew Training Manual, COMDTINST M16114.9 (series) unless the Auxiliary has been given ownership of a surveyed Coast Guard boat or specifically authorized use of a Coast Guard owned and maintained boat (see CHAPTER 1, paragraph A.3.h). The Auxiliarist's lack of law enforcement and military authority prevents them from performing the duties of a coxswain on a Coast Guard boat. Boats transferred to the Auxiliary by the Coast Guard are considered Auxiliary facilities and not as Coast Guard boats (see CHAPTER 1, paragraph B.1).
- b. NOT be used to exercise general police powers. The Coast Guard unit involved, however, may take all appropriate law enforcement action, notwithstanding the presence of Auxiliarists. In no event may any Auxiliarist carry firearms or be made a member of any actual boarding party deployed during a law enforcement action.
- c. Be transported on Guard aircraft as mission essential personnel per the Coast Guard Air Operations Manual (COMDTINST M3710 (series)). They must be properly trained and must not replace, but may augment, qualified enlisted flight crewmembers. Only Coast Guard personnel are eligible for enlisted flight

crewmember designations. Flight time accrued by Auxiliarists must be noted in the passenger data section of CG-4377, Flight Record - Part II.

- d. Be qualified, certified, and assigned duties per current Coast Guard standards at any Coast Guard shore unit. These duties must assist the unit in its day-to-day operations and include but are not limited to radio watchstander, assistant OOD, assistant controller, and administration and training tasks.
- e. Report duty as a member of a Coast Guard boat or aircraft crew per the Auxiliary Member Forms Guide.

5. **Jurisdiction.** The Coast Guard has either sole or joint jurisdiction upon the "navigable waters of the United States," as defined by federal regulations. Sole state waters are those upon which only state and/or municipal authorities have jurisdiction.

- a. The Coast Guard governs Auxiliary operational missions on navigable waters of the United States.
- b. Auxiliarists may aid states in the promotion of boating safety on sole state waters or waters on which the states share jurisdiction (joint jurisdiction). This assignment includes assignments of surface or air patrol duties. However, the appropriate state boating law administrator (or the equivalent) must request this aid from the director, who may authorize Auxiliary support, if available. In an emergency, this assistance may be a verbal agreement but, in the normal course of events, comprehensive MOUs or letters of agreement should be executed and be on file. Each agreement should include a request from the state for Auxiliary support and a written letter from the director authorizing the assistance and articulating the conditions and parameters that are expected of all parties involved.
- c. Auxiliarists assisting state or local officials on sole state waters may conduct safety and regatta missions, patrol security zones (or the state or municipal equivalent), environmental and pollution patrols, disaster relief, aids to navigation patrols, and conduct Public Education and Courtesy Marine Examinations. Coast Guard unit commanders may authorize the transporting of state or local officials if the guidelines of paragraphs F.1 and F.3 are met (also see paragraph A.3). When working with state boating officials, Auxiliarists must be particularly careful not to assume or imply any law enforcement authority (federal, state, or otherwise).

- d. Coast Guard unit commanders may issue reimbursable or non-reimbursable orders to Auxiliarists engaged on sole state waters.
- 6. **Crew Fatigue.** Fatigue is a condition of impaired mental and physical performance brought about by extended periods of exertion and stress. Some fatigue-causing factors are sleep loss, exposure to temperature extremes, motion sickness, changes in work or sleep cycles, physical exertion, illness, hunger, and boredom. Evidence exists to associate a high percentage of mishaps with prolonged operations and crew fatigue. Specific guidance for crew fatigue on operational Auxiliary surface facilities are given below. Air crew fatigue standards are contained in CHAPTER 6, paragraph C.
 - a. Auxiliarists crewing Auxiliary surface facilities or Coast Guard boats must follow Coast Guard fatigue standards. The standards are as follows:
 - (1) For normal operating conditions, the maximum crew underway time over a 24 hour period, is 10 hours, excluding the time the facility is tied-up at a dock.
 - (2) For adverse operating conditions (temperature extremes, heavy seas, activities of unusual stress or physical exertion), the maximum crew underway time, over a 24 hour period, is 8 hours. The unit commander is responsible for determining when adverse operating conditions exist.
 - b. Operators may exceed crew fatigue guidelines only after consulting with the unit commander and receiving permission, or per district policy. The only exception is for emergencies.
- 7. **Maritime SAR Assistance Policy.** CHAPTER 3 of the Coast Guard Addendum to the National SAR Manual (COMDTINST 16130.2 (series)), sets forth policy and procedures for handling requests for any type of SAR assistance. It also defines Coast Guard relationships with other possible sources of assistance. Unit commanders must provide Auxiliarists on orders the necessary guidance to understand this policy. Auxiliarists not under orders may act freely as "Good Samaritans" to provide help.
- 8. **Emergency Medical Response.**
 - a. First aid training (beyond a basic awareness of emergency situations) is not part of the Auxiliary boat or air crew qualification process.

Auxiliarists, while on orders (verbal or written) or while assigned to duty as part of an Auxiliary or Coast Guard boat or air crew, can give first aid. The Auxiliarist may only provide first aid which they are trained to give and which is within the scope of their assigned duties. For example, an Auxiliarist on an authorized patrol who is not CPR qualified must not perform CPR but an Auxiliarist who is CPR qualified may. In cases of boating emergencies, advise the unit commander of any emergency medical situation. If unable to contact the unit commander, seek guidance from competent medical authority. Auxiliarists are encouraged to develop personal first aid qualifications by taking first aid courses (that is, a Red Cross course, etc.) and to maintain those qualifications.

- b. Any medical aid given by an Auxiliarist operating without orders (verbal or written) or not assigned to duty as part of an Auxiliary or Coast Guard boat or air crew, is given as a private citizen and not as an Auxiliarist (see paragraph B.1.b).
- c. Unit commanders may assign Auxiliarists qualified as EMTs under Coast Guard standards to augment Coast Guard forces as EMTs. A unit commander must first issue the Auxiliarist a "letter of certification" (upon proof Coast Guard EMT standards were met). The Auxiliarist is then eligible for orders. Only the Coast Guard unit which issued the "letter of certification" may issue orders assigning the Auxiliarist as an EMT.

9. **Towing Lights.** Auxiliarists must follow rule 24 of the International-Inland Navigation Rules, COMDTINST M16672.2 (series). It discusses regulations for all vessels when towing. Rules 24 (j) and 36 discuss alternatives to follow when it is impracticable to display the required towing lights. The following applies to Auxiliary facilities.

- a. The Coast Guard may accept the use of Auxiliary surface facilities for towing under all visibility conditions. Unit commanders may accept these facilities even though their configuration may be such they cannot reasonably follow the towing light requirements of Rule 24.
- b. A coxswain must follow Rule 24 if their facility can reasonably be outfitted with the required towing lights. Auxiliary vessel facilities are basically for recreational use and do not normally engage in towing. It is, therefore, often impracticable for most facilities to exhibit required towing lights.

- c. Coxswain must make every effort to show other boats that their Auxiliary facilities are towing a disabled boat. A coxswain might "visually" show other boats the tow by using portable towing lights or illuminating the towline or tow.
- d. There are alternatives to using facilities without the proper towing lights in display. The alternatives are neither practical, nor prudent in many SAR situations. These alternatives include not deploying an Auxiliary vessel facility, slipping the tow line and standing by the disabled boat until daylight, and relieving the tow with a properly lighted boat.
- e. Owners of Auxiliary surface facilities should install proper towing lights on board their facilities when, due to the nature of their operating area, they are likely to conduct tows after dark.

10. Public Safety Vessel ID Light.

- a. The pilot rules allow use of an optional alternately flashing red and yellow (amber) light by public safety vessels engaged in public safety activities. These activities include patrolling marine parades, regattas, or special water celebrations; traffic control; fire fighting; medical assistance; assisting disabled vessels; and search and rescue cases. The use of the light serves only as an identification signal and conveys no special privilege. Vessels using the identification light during public safety activities must abide by the Navigation Rules and must not presume that the light or the nature of the activity (emergency or otherwise) gives them precedence or right of way to complete the activity.
- b. The public safety vessel ID light is optional for Auxiliary vessel facilities. Absence of this light does not affect the Auxiliary facility's certification to perform operational missions unless it is required by the CG unit commander. Purchase of the public safety vessel ID light is the responsibility of the facility owner -- unless it is required by the operational commander, who would provide an ID light for the ordered mission.
- c. Auxiliary vessel facilities may use the Public Safety Vessel ID Light while under orders in the following situations:
 - (1) When patrolling regattas and marine events;

- (2) When helping Coast Guard forces in maintaining security zones during such events as shuttle launches and hazardous cargo transfers;
 - (3) When needed for brief periods of identification of the Auxiliary vessel facility. These periods include helping a boat in distress locate the Auxiliary facility during a Search and Rescue (SAR) case, warning boats away from a hazardous situation, or when SAR activity takes place within the boundaries of regattas, marine events, or security zones.
- d. An Auxiliary vessel facility may not display the public safety vessel ID light as a towing light. It may be used as authorized in paragraph F.10.c.(3). See paragraph F.9 for guidance on towing lights.
 - e. An Auxiliary vessel facility may not display the public safety vessel ID light during the prosecution of a SAR case, except as authorized in paragraph F.10.c.(3).
11. **Personal Flotation Device (PFD).** All Auxiliarists, while on a (surface or air) patrol must wear the appropriate Coast Guard approved Type I, II, or III personal flotation device (PFD) (which includes Coast Guard approved self-actuated, inflatable Type I, II, or III PFDs) except in an enclosed cabin while carrying out duties or taking a rest break. For on the water activities, the impact rating of PFDs must be commensurate with expected activity. (For example, an Auxiliarist riding a PWC must wear a PFD with an impact rating at least equal to the speed capabilities of the PWC.) A unit commander may include Auxiliarists in a waiver of the PFD wear requirements topside for special events (e.g., 4th of July, Ops Sail, public celebrations, etc.) but only if the waiver applies to all personnel (active duty, reserve, and Auxiliary) crewing boats for the event. Specific PFD requirements for air patrols are outlined in CHAPTER 6, paragraph L.5.b.(1). Auxiliarists must also wear PFDs when performing evolutions near the water (such as refueling) where the Auxiliarist is moving on or off a boat. PFDs must be international orange or high-visibility yellow, and all crewmembers should be in the same color. In addition, each person on a boat being towed by an auxiliary facility must wear an approved Type I, II, or III (or a substitutable Type V) PFD.
12. **Survival Equipment.** Auxiliarists must equip their personal flotation devices (PFDs), worn while conducting a mission or evolution identified in paragraph F.11, with certain survival equipment. The survival equipment required on PFDs for surface operations is listed below.

The requirements for PFDs worn during air operations are listed in CHAPTER 6, paragraphs L.5.b.(1) and R.1.

a. The following equipment must be attached to each PFD:

- (1) A whistle;
- (2) Reflective tape;
- (3) A Personal Marker Light (PML) - a cyalume light stick, a flashlight, or a strobe light;
- (4) A mirror; and
- (5) Flares/Smoke (Coast Guard approved), if operating beyond 3 miles from land.

b. The following equipment is recommended, but optional, for each PFD:

- (1) A class B EPIRB;
- (2) A transceiver;
- (3) An electronic locator beacon;
- (4) A knife; or
- (5) A dye marker.

13. Operational Support Equipment.

a. The Coast Guard considers Operational Support Equipment to be pertinent to the execution of authorized Auxiliary missions. Auxiliarists own and use this equipment with the following:

- (1) Any Auxiliary facility;
- (2) Any Coast Guard unit; or
- (3) Any state or federal agency authorized by the director.

b. Operational Support Equipment includes the following:

- (1) Non-motorized watercraft designed to transport people (for example, rowboats, dinghies, rubber rafts, etc. which use only oars or sail power) and are NOT eligible for a facility decal; and
- (2) Other equipment not routinely required of operational facilities but certified by the unit commander to be or have been necessary to the

execution of the mission. This equipment includes portable electronic devices, optical equipment, and safety equipment.

- c. Auxiliarists may use this equipment to further the execution of any authorized mission per director policy.
 - d. Operational Support Equipment must be:
 - (1) Maintained in a working and serviceable condition.
 - (2) Used per policy, procedures, and requirements set by the director.
 - e. Responsibilities of Directors of Auxiliary. Directors may publish policy, procedures, and requirements for non-motorized watercraft operation (communication call signs, when use authorized, operational limitations, etc.), crew (physical, qualification, clothing requirements, etc.), and equipment (safety, survival, etc.). Directors must consider the operating conditions found in their district/region in developing the policy, procedures, and requirements.
14. **Auxiliary Crewmembers On Auxiliary Facilities.** Since the Auxiliary facility operator is responsible for assigning (and often selecting) their crewmembers to duty, the controlling Coast Guard unit may not know the identity of all crewmembers. Therefore, the names of all crewmembers (including crew trainees) must be communicated to the controlling unit by land line or other method immediately before the facility's departure to be sure an accurate accounting is on record. Remember, the operator is responsible for facility and crew safety. Marginally qualified crewmembers may adversely affect the safety of both the facility and crew. How operators handle guests and passengers is contained in the next paragraph.
15. **Guests/Passengers On Auxiliary Facilities.** Operators may not allow non-Auxiliary guests/passengers on board any Auxiliary surface or aircraft facility under orders unless the unit commander authorizes their presence specifically for the event/patrol. However, the total number of persons on board must not exceed the manufacturers stated maximum capacity (except in an emergency situation). All individuals' names on board (guests/passengers as well as crew) must be given to the unit commander before getting underway or getting airborne and must be listed on the patrol orders prior to returning them to the order issuing authority. Guests/passengers may be authorized only for limited

purposes (for example, training, indoctrination, public affairs, and other circumstances reasonably linked to the Auxiliary's purpose and mission). When guests/passengers are contemplated in advance of the orders being issued, the below must be followed:

- a. Guest/passenger authorization must be in writing. Authorization can be by title (for example, Members of WXXX-TV news team) or by name (Mrs. Martha C. Cranberry, prospective Auxiliarist).
- b. Operators may not involve guests/passenger in any crew activity except as authorized in paragraph A.3.
- c. Auxiliary crewmember trainees on vessels or aircraft are not guests/passengers within the meaning of this restriction. Facility operators may take trainees at their discretion and may list trainees as crew for reimbursement. However, operators may not use trainees to meet their minimum crewmember requirements. An exception is made for Auxiliary aircraft (see CHAPTER 1, paragraph P.3.a). Also, Auxiliarists on orders operating radios must meet the communication qualification requirements (see CHAPTER 9, paragraph B.3.b).
- d. Auxiliarists who are not crewmembers or trainees are also not guests within the meaning of this restriction. Facility operators may take these Auxiliarists on board at their discretion, consistent with district policies. Operators may not use these Auxiliarists to meet minimum crewmember requirements. These Auxiliarists must be in an acceptable uniform and PFD but may not perform any crewmember duties. These Auxiliarists may perform non-crewmember duties which are a part of the mission (e.g., private aids verification; chart updating; first aid; maintaining radio logs, SAR Incident Report forms, and Activity Report - Mission forms; and other non-crewmember activities for which they are qualified).
- e. The passenger carrying requirements of this paragraph do not apply to persons recovered from the water or assisted during a patrol.

- 16. **Entering The Water.** Auxiliarists under orders on an Auxiliary facility may not enter the water during rescue operations except as absolutely necessary. Remember to make all required notifications (i.e., tell the controlling Coast Guard unit, etc.). Also, Auxiliarists under orders may not enter submerged or capsized boats, vehicles, or aircraft.

- 17. **Surf Zones.** Auxiliarists may **NOT** conduct surface

operations in surf zones. This restriction does not specifically prohibit inlet passage, but operators must use extreme caution while in inlets in hazardous sea states.

18. **Pregnancy.** While not specifically disqualified from any Auxiliary missions, unit commanders (or operators) must not put pregnant Auxiliarists in high risk situations. Follow the guidelines in enclosure (1) to COMDTINST 1900.9 (series), Pregnancy in the Coast Guard. These guidelines will provide measures to help determine what assignment limits are appropriate.
19. **Alcohol Use.** Auxiliarists shall **NOT** consume alcoholic beverages on any mission. No Auxiliarist who is impaired due to alcohol consumption before a mission or who has consumed alcoholic beverages within the 8 hours before a mission may participate in that mission. They also may NOT activate contingency orders (see CHAPTER 2, paragraph A.5) or otherwise act on behalf of the Coast Guard. Even small amounts of consumed alcohol can impair judgment, reflexes, and muscular control. The level of alcohol in the body varies with the frequency and amount of alcohol intake, the length of time following cessation of drinking, and an individual's body weight. A zero alcohol level is essential for personnel to meet the demands of a mission. Although some personnel may completely metabolize all alcohol well within the 8 hour limit, this time span allows an adequate margin of safety before conducting a mission. See CHAPTER 6, paragraph N, for additional alcohol use restrictions for air operations. Per Commandant policy applicable to Coast Guard operations, National Transportation Safety Board recommendations, and to ensure Auxiliarists are provided complete liability protection, coxswains under orders and directly involved in a boat accident where there is a loss of life, will be subject to post-accident toxicological testing per Coast Guard regulations.
20. **Hypothermia Protective Clothing.** Hypothermia protective clothing permits personnel to function in cold weather and to reduce the loss of body heat in cold water. The four types of clothing are wet suit, survival (exposure) suit, dry suit, and anti-exposure coverall.
 - a. Crewmembers may not use the wet suit as an on-deck work garment.
 - b. Survival (exposure) suits provide the best protection from hypothermia in the water. However, the suits are extremely bulky and, therefore, the Coast Guard limits their use to abandoning ship operations in cold water.

- c. Dry suits, with proper undergarments, provide the best protection for crewmembers in adverse weather conditions and cold water immersion. However, dry suits are not inherently buoyant, so crewmembers must wear PFDs over them.
- d. Anti-exposure coveralls provide good durability and out of water protection from the elements. Coveralls also provide limited protection from hypothermia to crewmembers in the water.
- e. Boat crewmembers and all other persons on board must wear hypothermia protective devices (dry-suit or anti-exposure coveralls) if the water temperature is below 60 degrees Fahrenheit.
- f. Unit commanders may waive the wearing of PFDs with the hypothermia device when the device is inherently buoyant (17-1/2 pounds of buoyancy) or provides the proper buoyancy once activated (that is, an inflatable vest/PFD).
- g. A unit commander may waive, on a case by case basis, the wearing of hypothermia protective devices if the degree of risk of hypothermia is minimal (for example, non-hazardous, daylight operations in calm water). Unit commanders must give consideration to the Auxiliary operator's recommendation and to the adverse effects of "thermal stress" incurred in above 60 degrees Fahrenheit air temperature. If a unit commander waives the wearing of hypothermia protective devices, Auxiliarists are also not required to carry them on board the facility. However, due to the unforgiving nature of cold weather, hypothermia protective devices are highly recommended to be carried.
- h. The Auxiliary operator may waive the wearing of a hypothermia device (using the above criteria) if unable to contact the controlling Coast Guard unit.
- i. Refer to CHAPTER 6, paragraphs L.5.b.(4) and (5), for additional guidelines on the use of hypothermia devices in air operations.

- 21. **Blood Borne Pathogen (BBP) Protective Clothing.** BBP Protective Clothing provides protection from accidental contact with HIV and Hepatitis b organisms, helping to prevent Auxiliarists from acquiring those diseases. The complete BBP Protective Clothing kit includes a gown, a mask, an eye shield, shoe covers, a hair cover, and latex gloves (or an alternative material for persons allergic to latex).

- a. Using latex (or alternative material) gloves provide a basic level of protection for most situations. It is highly recommended gloves be immediately available on all Auxiliary missions.
- b. An extensive video discussion of BBPs, the steps necessary to assess the risks of contamination, the steps necessary to manage those risks, and BBP Protective Clothing will be available in the near future. This video fulfills the training requirement for Coast Guard personnel required to receive Level 2 training per COMDTINST M6220.8 (series).

- 22. **Power And Authority.** Auxiliarists are engaged by the Coast Guard primarily in operational or administrative support roles. Per 14 U.S.C. 831, while assigned to authorized duty to assist, to augment, or to replace Coast Guard personnel in the performance of Coast Guard duties, including while assigned as crew on Coast Guard or Auxiliary vessels, Auxiliarists shall have the same power and authority in execution of those duties as an active duty Coast Guard member assigned or previously assigned to similar duties, except Auxiliarists shall have no direct law enforcement authority.

CHAPTER 5: ADDITIONAL AUTHORIZED MISSIONS AND ACTIVITIES

A. Disaster Relief. Modern weather forecasting makes possible the early detection of hurricane, storm, or flood conditions. Rapid dissemination of this information to the public is via the press and radio. Timely preparation for these natural disasters and the understanding of their characteristics can lessen damage and loss.

1. **Auxiliary Assistance.** The Coast Guard may use Auxiliary units or individual Auxiliarists and facilities to:
 - a. Warn personnel on waterfronts and in isolated areas;
 - b. Transport supplies, equipment, or personnel;
 - c. Evacuate personnel or property;
 - d. Coordinate boat traffic by dispersing and guiding to safe moorings;
 - e. Secure small craft and waterfront facilities; or
 - f. Conduct other tasks to expedite preparations for, or relief from, emergency conditions (for example, emergency communication networks).
 - g. Support state or local emergency response operations, including assistance in staffing emergency response centers.
2. **Emergency Plans.** Directors may use Auxiliarists in the development process and in the actual execution of plans. With Coast Guard approval, flotilla commanders:
 - a. May liaison with local representatives of sheriff, police, and fire departments, American Red Cross, Coast Guard, Civil Air Patrol, Federal Emergency Management Agency, U.S. Power Squadrons, commercial and sport fishermen groups, and marine operators.
 - b. May prepare an Auxiliary emergency response plan. The plan must interface with the district commander's plan and must include a list of flotilla members and facilities, with crews assigned, which will be available for emergency work. Also, the plan must identify and set up a call-out system to organize this group quickly. While the Coast Guard does not prohibit Auxiliarists from enrolling in local emergency response organizations, flotillas must consider any involvement with these groups during emergencies in contingency planning.

- c. Must instruct all flotilla members in the characteristics and dangers of weather-produced calamities indigenous to the area. This instruction must include the appropriate action to take before, during, and after their occurrence. Particular reference to safeguarding both private and public property is important.
- d. Must tell the operator of the nearest Auxiliary radio facility who to contact in the flotilla. There must be at least two alternates.
- e. Must keep the division captain, director, and local Coast Guard command informed of the state of readiness of flotilla members and facilities.
- f. Must review information on this subject in the Auxiliary Patrols Specialty Course (AUXPAT).
- g. Must ensure proper Coast Guard orders have been issued prior to the movement of any vessel, aircraft, or mobile radio facility and Auxiliarists have been properly assigned to duty by the Coast Guard or Auxiliary prior to undertaking any activities listed in paragraph A.1.

B. Regattas. A "Regatta" or "Marine Event" is an organized water activity of limited duration which is conducted on a prearranged schedule and which has public interest.

1. Responsibility.

- a. The Coast Guard generally limits its control over regattas or marine events to those events which may introduce hazards to navigation or which may impede marine traffic flow. The district commander may issue special local regulations and set up special aids to navigation to ensure the safety of life and property in the regatta or marine event area.
- b. State and local governments act independently on sole state waters. Where federal and state concurrent jurisdiction exists, state controls may not conflict with federal regulations.
- c. The sponsoring organization is responsible for the safe conduct of the event. This responsibility includes the following:
 - (1) Adequate preparations (for example, submitting an application for Coast Guard approval),
 - (2) Instructions to and qualification of participants,

- (3) Inspections of safety equipment,
 - (4) Rescue and first aid facilities,
 - (5) Control of activities, and
 - (6) Removal of obstructions or menaces to safe navigation, including the placing and retrieving of all course markers.
2. **Applications.** A sponsor may hold an event only after submitting an application and getting approval from the appropriate authority. The appropriate authority includes the district commander, the designated representative, or the State representative. Detailed information on the application and approval process is in COMDTINST 16751.3 (series), Regattas and Marine Parades.
3. **Regatta Missions.** The district commander may assign Coast Guard units or Auxiliary facilities for a regatta or marine event to control spectator and transient watercraft and to eliminate safety hazards in the event area. The sponsoring organization is primarily responsible for protecting participants from the hazards of the event, including other participants.
- a. The unit commander will appoint a Patrol Commander (PATCOM), normally a Coast Guard officer or petty officer, to be in charge of the regatta or marine event.
 - (1) The PATCOM may appoint an Auxiliary Facilities Commander (AUXCOM), to act as liaison for coordination of assigned Auxiliary facilities.
 - (2) Assigned Auxiliary facilities must display the appropriate signs (see CHAPTER 3), and as an option, when appropriate, use the Public Safety Vessel ID Light (see CHAPTER 4, paragraph F.10).
 - b. The unit commander may appoint a qualified Auxiliarist as PATCOM when Auxiliary personnel are assigned to patrol a regatta or marine event without on-scene Coast Guard personnel.
4. **Auxiliary Patrol Commanders.** The Coast Guard must provide Auxiliary PATCOMs with all applicable material for the event including a copy of the sponsor's application and the district commander's approved Permit of Marine Event (CG-4424). The Auxiliary patrol commander must do the following:
- a. Contact the event sponsors before the event to be

sure that everyone understands the conditions set forth for the event and their responsibilities. This includes the sponsor's responsibility for canceling the event when appropriate. Emphasize the Coast Guard will withdraw patrols from the event when there is loss of control over participants or spectators, violation of permit stipulations, or if any dangerous conditions develop. Auxiliary patrol commanders:

- (1) Must be aware of all weather conditions - current and predicted.
 - (2) Must be sure that Auxiliary crews and facilities are properly outfitted (that is, uniforms, patrol signs, etc.) and that they carry out their duties with firmness, diplomacy, and tact.
 - (3) Must supervise circuit discipline on all radio channels used by assigned Auxiliary facilities.
- b. **Never** exercise any law enforcement powers. Auxiliary duties shall not include the exercise of direct law enforcement authority.
- c. Submit a complete letter report upon completion of the event. The report must go to the command responsible for approving the event, or as directed, and must contain the following information.
- (1) Number of boats participating;
 - (2) Estimated number of spectator craft;
 - (3) Summary of all casualties and personal injuries (including Auxiliary, Coast Guard, spectator, and participant);
 - (4) An opinion on whether a patrol was necessary and whether a patrol must be furnished if the event is held again;
 - (5) Comments on the adequacy of the patrol; and
 - (6) Recommendations for improvements.

C. Auxiliary Operated (AUXOP) Station. In 1973, the Coast Guard closed many low activity SAR stations on the Great Lakes. In response to requests from affected communities and with the support of Congress, the Coast Guard reopened several stations now operated by the Auxiliary or the Coast Guard Reserve. Auxiliarists operate AUXOP stations on a voluntary basis. A modification of this program, Auxiliary SAR detachments (AUX SARDETs), is being effectively operated in other areas of the country.

1. **Policy.** The district commander may use Auxiliarists to augment Coast Guard forces or to independently staff AUXOP stations or AUX SARDETs. The following paragraphs contain the criteria for these augmentations.
 - a. The Coast Guard may augment Coast Guard boat and station crews with Auxiliarists where sufficient Coast Guard personnel are not available or when the district commander deems such actions desirable. However, Auxiliarists ARE NEVER to assume Coast Guard boarding officer or officer-in-charge positions. Auxiliarists are permitted to coxswain any surveyed Coast Guard boat which the Coast Guard has given the Auxiliary ownership, or a Coast Guard owned and maintained boat which the Auxiliary is specifically authorized to use (see CHAPTER 1, paragraph A.3.h). However, the prohibitions outlined in CHAPTER 1, paragraph A.3.f still apply. These prohibitions are due to the law enforcement authority inherent in those positions. Boats transferred to the Auxiliary by the Coast Guard are considered Auxiliary facilities and not Coast Guard boats (see CHAPTER 1, paragraphs B.5 and 6).
 - b. The Coast Guard may authorize Auxiliarists to use a decommissioned Coast Guard station as a base of operations (for example, an AUXOP station). The Coast Guard must authorize an Auxiliary unit such use in writing, specifying policies, guidelines, and an expected operating schedule. Individual reimbursement for actual necessary operating expenses will follow the guidelines provided in CHAPTER 2, paragraph A.3. The Coast Guard must publish a Local Notice to Mariners indicating the geographical area within which the Auxiliary will perform SAR, the radio frequencies guarded, and the dates and hours of operation. The Auxiliarists must not perform any law enforcement or military functions.
 - c. District commanders (with concurrence from Commandant (G-OCS)) may establish AUX SARDETs, manned solely by Auxiliarists, using donated or shared facilities such as docking areas, waterfront buildings, boats, and other equipment. However, district commanders may consider implementing this program only in those areas where sufficient Auxiliary resources exist to sustain a continuous program. Directors must be aware Auxiliary manned units may raise boater's expectations for "Coast Guard" services.
 - (1) Auxiliarists desiring to become a part of this innovative concept must direct their interest through normal channels to the director.

- (2) Upon establishment, the Coast Guard may issue a Local Notice to Mariners, similar to that discussed in paragraph C.1.b.
- d. Flotilla commanders, division captains, district commodores, and the national commodore have the authority to sign licenses for the use of real property. This authority is valid only after a review and approval of the license by the Auxiliary District Legal Officer (DSO/LP) or, in the case of the national commodore, after review by the Department Chief, Legal (DC-L). This delegation is limited and does not include the authority to obligate appropriated funds or to establish or disestablish AUX SARDETs. No Auxiliarists or Auxiliary corporations have the authority to enter into leases for the use of AUX SARDETs. Proper Coast Guard authority, using the procedures for leasing of real property, must sign agreements for the use of AUX SARDET facilities which are beyond the Auxiliary's license signing authority.

2. Actions.

- a. The director must be sure to:
 - (1) Publish an OPORDER concerning the staffing of authorized AUXOP stations and/or AUX SARDETs.
 - (2) Coordinate with appropriate Coast Guard district staffs the development of an OPORDER when establishing any authorized AUXOP stations and/or AUX SARDET. The OPORDER, in addition to other items, must specify the following:
 - (a) Which Auxiliary officer is responsible for administrative control - flotilla commander, division captain, or district officer. The responsibility must fall clearly within the Auxiliary chain of leadership and management, even though the AUXOP or AUX SARDET may have its own command and control structure within the flotilla, division, or district.
 - (b) Which Coast Guard unit commander is responsible for control of all operational missions in the area performed by the AUXOP or AUX SARDET, including launched sorties.
 - (c) If authorized, who the Coast Guard delegates authority for ordering unscheduled sorties - AUXOP or AUX SARDET

officer of the day, operations officer, flotilla commander, or division captain. Upon launching any sortie or other operational mission, the Auxiliarist authorizing the sortie must immediately notify the appropriate Coast Guard commander.

- (3) Be sure the Coast Guard assigns Auxiliarists only to nonmilitary missions and that Auxiliarists have no implied or actual law enforcement authority. The Coast Guard must limit Auxiliary augmentation of Coast Guard boats to duties which do not include the exercise of direct law enforcement authority (see CHAPTER 4, paragraph F.4).
- (4) Brief unit commanders on Auxiliary capabilities.
- (5) Liaison with the Coast Guard district chief of operations, unit commanders, and involved Auxiliary forces to carry out this policy.
- (6) Set up local qualification procedures for communications watchstanding. These procedures must be based on the Group and Station Communications Watchstander Qualification Guide, COMDTINST M16120.7 (series), as modified by the director to meet local Auxiliary and operational needs. See CHAPTER 9, paragraphs M and N, for policies on communications watchstanders.
- (7) Process any agreements for use of facilities by AUXOPs or AUX SARDETs, other than simple license agreements within the authority delegated to the Auxiliary, per current Coast Guard regulations.

D. Courtesy Marine Examinations (CMEs).

1. CMEs are **courtesy** examinations and are **not a law enforcement activity**. CMEs do not imply any federal guaranty, warranty, or secure any promise of assurance. The only assurance made is the boat has met the Coast Guard Auxiliary safety standards at examination time.
2. Auxiliarists may not conduct CMEs while **underway** on a patrol. The crew of an Auxiliary patrol facility under orders may conduct CMEs of opportunity while at a dock. However, the following conditions must be met:
 - a. One Auxiliarist must remain with the facility (or use a portable radio) to maintain a communications watch.
 - b. Auxiliary examiners must conduct CMEs in close

proximity to the facility, to allow them to return to the facility immediately, if necessary.

- c. Auxiliarists may not display an advertisement for CMEs. However, while at the dock the boat crew may display a banner to show that Auxiliarists are available to conduct CMEs.
- d. CME activities must not interfere with patrol duties.
- e. Examiners must advise boat owners the examination may be interrupted if the facility is called away to help a boater in distress.

- 3. Auxiliarists may not conduct CMEs from a Coast Guard boat or cutter.

E. Commercial Fishing Vessel Examinations. The Coast Guard Auxiliary is part of the overall plan to carry out the regulations resulting from the Fishing Vessel Safety Act of 1988. The plan calls for the Auxiliary to conduct voluntary dockside examinations of commercial fishing vessels, similar to those conducted in the CME program for recreational boats. The voluntary dockside examination program is one of the most important elements of the Fishing Vessel Safety Act. A voluntary dockside examination is **not a law enforcement activity**. The distinction between a voluntary program and a law enforcement boarding is the voluntary program allows the owner (or operator) to request the examination. The purpose of the voluntary dockside examination is to verify compliance with all applicable Federal Regulations in a non-adversarial manner. Auxiliarists participating or desiring to participate in the Commercial Fishing Vessel Examination program must follow the guidelines in COMDTINST 16711.13 (series), Implementation of the Commercial Fishing Industry Vessel Regulations, COMDTINST 16711.14 (series), Commercial Fishing Industry Vessel Safety Training and Qualification, and any Coast Guard district, Marine Safety Office, or director policy.

F. Marine Environmental Education And Outreach. The Coast Guard Marine Environmental Protection Program has implemented an environmental education and outreach program using Coast Guard Reservists and Auxiliarists. A major component of the outreach program is conducted by Reservists, with the help of Auxiliarists, and is called the Sea Partners Campaign. The outreach program seeks to educate recreational boaters, marina operators, shipping agents, port terminal operators, commercial fisherman, waste haulers, teachers, students, and environmental groups about marine environmental protection issues and how they can help. The Auxiliary is an important part of this program since the Auxiliary already has developed pathways to the targeted community. The Coast Guard may employ Auxiliarists, and their facilities, who wish

to participate in the Sea Partners Campaign and activities. Also, a stand alone education program is being prepared that integrates environmental education materials into existing Auxiliary programs - the Courtesy Marine Examinations program, the Marine Dealer Visitor program, public education courses, and the Commercial Fishing Vessel Examinations program. This material will educate the public as to what they can do to protect the marine environment.

G. Safety And Security Zone Patrols. The Coast Guard may deploy Auxiliary facilities to patrol safety and security zones established by the Captain of the Port. The Auxiliary may conduct these patrols with or without Coast Guard boarding officers (officers or petty officers authorized to conduct law enforcement) on board. Auxiliarists operating facilities without Coast Guard boarding officers on board may function in an advisory or informational mode (which includes directing the movement of boats in the vicinity of the zone) but may not exercise law enforcement authority.

H. Adoption Of Light Houses And Other Coast Guard Facilities. The Auxiliary may help the Coast Guard in the operation and maintenance of light houses and other Coast Guard facilities as specified below. Be sure the duties and responsibilities of Auxiliarists (or the Auxiliary adopting unit) and the Coast Guard servicing unit are clear and comprehensive. Agreements must clearly state the level and type of maintenance and upkeep that the Auxiliary will perform.

1. **Policy.** The Coast Guard may assign Auxiliarists and Auxiliary units to provide maintenance, upkeep, minor repairs, and conduct tours of Coast Guard light houses or other Coast Guard facilities. The following paragraphs outline the criteria for these adoptions:

a. The responsible Coast Guard unit must publish an instruction or operations order (OPORDER) assigning the responsibility for operation and maintenance of light houses and other facilities. The instruction or OPORDER, in addition to other items, must clearly outline the level and type of maintenance and repairs the Coast Guard servicing unit and the Auxiliarist(s) (or the Auxiliary unit) will perform. The following topics must be in the instruction or OPORDER:

- (1) Grounds-keeping.
- (2) Tour coordination and execution.
- (3) General housekeeping.
- (4) Lens and window cleaning.
- (5) Repairs/painting approved by the servicing unit.

- (6) Maintenance/safety problem identification and reporting.
- (7) Training requirements.
- b. The instruction or OPORDER must also specify, at a minimum, the following items.
 - (1) The required coordination with the Coast Guard servicing unit or group, including provisions for covering necessary expenses.
 - (2) The maintenance requirements, including any particular requirements for proper preservation and maintenance of any historical site.
 - (3) What equipment and supplies the Coast Guard will provide to the Auxiliarist(s) or Auxiliary unit.
 - (4) The appropriate training necessary, including the proper safety precautions for Auxiliarists working on the facility, as well as any visitors touring the facility.
 - (5) The identification of any safety problems or hazards.
 - (6) Outline guidelines for conducting facility tours.
- c. The Coast Guard may authorize an Auxiliary unit which adopts a Coast Guard facility to place a standardized sign at each facility. The sign may identify the Auxiliary unit responsible for operation and maintenance of the facility and the telephone number to contact for information and tour scheduling.

| **I. Miscellaneous Programs.** Auxiliarists desiring to participate
 | in the below Coast Guard programs must meet the specific
 | qualifications published in appropriate Commandant and
 | district instructions pertaining to Auxiliary participation:

- | **1. Bridge Administration.** Qualified Auxiliarists are
 | authorized assignment to duty to support and augment
 | bridge surveys, to investigate and provide information
 | regarding various situations which affect waterways safety
 | and navigation pertaining to the bridge program, and to
 | provide direct assistance to bridge program staff and
 | other Coast Guard personnel in supporting the Bridge
 | Administration Program.
- | **2. Waterways Management.** Qualified Auxiliarists are
 | authorized to assist in Coast Guard waterways management

| mission areas by providing platforms and personnel for
| Coast Guard and other federal and state agencies, by
| providing information and input into the WAMS analysis
| process, and by providing other administrative and
| operational support to the program.

| **3. Licensing And Inspections.** Qualified Auxiliarists are
| authorized assignment to duty to administer license and
| marine document examinations in remote areas, to conduct
| oversight of approved maritime training courses, and to
| provide administrative support for the marine licensing
| program. Qualified Auxiliarists may also be assigned to
| duty to assist in the Coast Guard's marine inspection
| mission. This includes supporting and assisting in Coast
| Guard accident investigations, providing platforms for
| inspectors, conducting barge inspections, providing remote
| area surveillance and response, conducting voluntary
| examinations of uninspected passenger vessels, and
| providing other administrative support.

| **4. Port Safety And Security Missions.** Qualified Auxiliarists
| are authorized assignment to duty in support of the Marine
| Safety and Security Program. Auxiliarists may provide
| platforms and personnel for surveillance and reporting,
| harbor and anchorage patrols, safety and security zone
| enforcement and Port State Control Boardings. Qualified
| Auxiliarists may assist in performing port facility and
| vessel verification visits, aircraft over flights,
| augmenting Coast Guard crews and providing additional
| administrative support.

| **5. Contingency Preparedness.** Qualified Auxiliarists are
| authorized to provide platforms and personnel for defense
| and non-defense exercises. Auxiliarists and their
| operational facilities may provide support as opposition
| forces (OPFOR) and gather information and data for
| contingency plans.

| **J. Auxiliary Unit Vessel Requirements.** Auxiliary owned unit
| vessels must adhere to the same requirements similar
| operational or special purpose facilities meet. This
| includes being inspected, being offered for use (and being
| accepted by the director) as an operational or special
| purpose facility, submitting a "non-owner" use authorization,
| and using the appropriate markings (including the display of
| the operational facility decal). All required documents
| (e.g., CG-2736, non-owner use authorization, etc.) shall be
| signed by the Auxiliary unit commander on behalf of the unit
| which was given the boat. Coast Guard owned and maintained
| boats specifically made available for Auxiliary use remain
| Coast Guard vessels and public vessels of the United States,
| and therefore, need not be offered for use nor display the
| operational facility decal. Also, the provisions of this
| paragraph do not apply to boats owned by corporations,

whether controlled by Auxiliarists or not.

1. **All Auxiliary Unit Vessels may only be used for authorized Coast Guard Auxiliary missions, including training, provided appropriate patrol orders have been issued/authority given by the Coast Guard.** These boats may not be used under any other circumstance or for any other purpose.
2. Auxiliary unit vessels must comply with the Auxiliary marking requirements outlined in CHAPTER 3, paragraph G. These markings shall be in lieu of any state or federal requirement for registration, documentation, numbering, or marking of boats.
3. Auxiliary units are not required to carry either hull or liability insurance on Auxiliary unit owned boats or the boats in the custody or loaned to Auxiliary units. However, Auxiliary unit owned boats must meet and be granted operational facility status each year to ensure continued liability protection.
4. The director must issue call signs for Auxiliary owned boats but not for a Coast Guard owned boat in the custody of or loaned to an Auxiliary unit, unless the Coast Guard call sign will not be used.
5. Auxiliary unit owned boats shall be furnished a facility status (e.g., Bravo-2, Charlie, etc.) at all times by the order issuing authority, which includes during winter storage.
- | 6. Coast Guard owned boats surveyed and formally given to
| the Auxiliary or Coast Guard owned and maintained boats
| specifically made available for Auxiliary use must be
operated per established operational limitation standards.
7. The operating costs, dockage, and maintenance for Auxiliary owned boats are the responsibility of the Auxiliary unit. The operating costs, dockage, and maintenance for Coast Guard owned boats in the custody of or loaned to a Auxiliary unit must be covered in an MOU or OPORD. The MOU or OPORD should also specify the Auxiliary unit's responsibility and include such matters as operating restrictions, minimum and maximum crew levels, optional equipment, call signs, and facility status (e.g., Bravo-2, Charlie, etc.).
8. Radios and other electronic equipment owned by Auxiliary units and used on an Auxiliary Unit Vessel do not require FCC licenses.
- | 9. Auxiliary Unit Vessels and radio stations owned by

| Auxiliary units will at all times be deemed to be
| assigned to authorized Coast Guard duty and be public
| vessels of the United States and vessels of the Coast
| Guard or government stations, as applicable.

CHAPTER 6: FLIGHT OPERATIONS

A. Authority For Flights. The FAA is the authority which licenses Auxiliary pilots. The flight policies in this manual supplement, not supersede, other governing directives, such as Federal Aviation Regulations (FARs). An Auxiliarist may not, acting as an Auxiliarist, crew or help crew the aircraft of organizations outside the Coast Guard (for example, Civil Air Patrol, etc.). Also, the members of those organizations may not crew or help crew Auxiliary aircraft. Auxiliarists may use an Auxiliary aircraft in any logistics mission with the approval of the unit commander, including the transporting of local, state, or federal officials authorized in the patrol order.

1. **Orders.** CHAPTER 2, paragraph A, covers all Auxiliary orders. The Coast Guard unit commander may assign Auxiliary aircraft, in general, to any necessary mission. CHAPTER 8 lists the missions for each aircrew level and their mission limitations. Auxiliary aircraft will be given first priority for Coast Guard missions when active duty resources are not available (see CHAPTER 1, paragraph A.2.d). Auxiliary aircraft while assigned to authorized Coast Guard duty shall be deemed to be Coast Guard aircraft, public vessels of the United States, and vessels of the Coast Guard within the meaning of 14USC646 and 647 and other applicable provisions of law. Subject to the provisions of 14USC823(a) and 831, while assigned to duty, qualified Auxiliary pilots shall be deemed to be Coast Guard pilots.

2. Command Of Aircraft.

- a. Only Coast Guard Auxiliary aviators, with the qualifications for a mission and flight environment, may pilot Auxiliary aircraft under orders.
- b. The terms "pilot-in-command," "pilot," and "operator" all refer to the Auxiliary pilot listed on the orders to make a flight. Coast Guard Auxiliary aircraft under orders may fly only under the command of the pilot authorized by those orders to make the flight.
- c. The pilot is responsible for the safe and orderly conduct of the flight. This responsibility and authority exists from the time the pilot begins flight/mission planning until completion of the flight. All air crewmembers must understand the pilot's authority. A misunderstanding of this authority may jeopardize the successful completion of the mission or the safety of the crew and aircraft. All passengers and crew must respond immediately to instructions given by the pilot.

3. **Training Flights.** Unit commanders may fund flights for proficiency training, such as area familiarization, pilot proficiency and observer training, etc. The Coast Guard does not authorize Auxiliarists and members of organizations outside the Coast Guard to cross-train on Auxiliary or other organization facilities.

B. Military Airfield Clearance.

1. **Coast Guard Air Stations.** The authority for Auxiliary aircraft to use a Coast Guard Air Station (or other Coast Guard facilities) is a direct responsibility of the commanding officer of that facility. The commanding officer may elect to prohibit the departure of an Auxiliary aircraft when the weather, condition of the aircraft, or other known factors might jeopardize the safety of the proposed flight. Commanding officers may delegate this authority.
2. **Other Military Bases.** If the destination or enroute stop is a military installation, pilots of Auxiliary aircraft must advise the base of their arrival time. Auxiliarists must also follow the prior permission requirements (PPR) of the military service. The pilot is responsible for making timely contact with the base to determine the PPR and other requirements.

- C. Air Crewmember Fatigue.** The standards in Table 6-1 are necessary to combat the effects of fatigue as a factor in aircraft mishaps. These standards are not intended to restrict authority for call-outs when urgent operations are required. Exceptions may be made by the district commander. However, conforming with these standards is necessary to avoid fatigue related mishaps.

MISSION FATIGUE STANDARDS	FLIGHT HOURS	CREW MISSION TIME
Rotary Wing, Single Piloted	6	12
Rotary Wing, Multi Piloted	8	12
Fixed Wing (any # of pilots)	8	12
Maximum aircrew use per 24-hour period. A new 24-hour period begins any time a crewmember has completed 10 hours of rest.		

AIRCREW FATIGUE STANDARDS
Table 6-1

AIRCREW FATIGUE STANDARDS
Table 6-1

1. These aircrew fatigue standards apply to all personnel flying in Auxiliary aircraft under orders. They also apply to the performance of any task, either ground or flight, connected with the ordered mission.
2. Air crew mission time begins when the crewmember reports to the appointed place to prepare for the mission. It

ends when the day's missions are complete (including post-flight duties).

3. Unit commanders must not schedule missions where any air crewmember will exceed, within any consecutive 24 hours, the hourly limits shown in Table 6-1.
4. Each air crewmember is responsible for keeping track of their flight and crew mission times. They must advise the unit commander when their flight/crew time is approaching the limits in Table 6-1.

D. Passenger Transportation Flights. Except in an emergency passenger transportation flights for Coast Guard or Auxiliary personnel must not arrive before the time given in the latest ETA given to the destination. Pilots must provide changes or updated ETAs in ample time to permit notification of interested parties.

E. Cargo Authorization. Unit commanders may authorize the transportation of cargo, including U. S. Mail, on ordered Auxiliary logistics flights subject to the limitations of FAA regulations. Auxiliary aircraft may not carry hazardous cargo.

F. Flight Plans. A Coast Guard Auxiliary pilot must file a flight plan for each ordered flight. For a Visual Flight Rules (VFR) flight, pilots may file their plan with an FAA Flight Service Station (FSS). For an Instrument Flight Rules (IFR) flight, pilots may file their plan with the nearest FSS or Air Traffic Control Tower (ATCT). When operating from a military field, base operations may request Auxiliarists to use the military flight plan (form DD-175) instead of FAA form 7233-1. Coast Guard air station commanding officers may accept VFR, local area flight plans from Auxiliary aviators provided that the flight starts from and returns to the air station holding the flight plan.

G. Preflight Activities.

1. **Weather Briefing.** The pilot of a Coast Guard Auxiliary aircraft on orders must get a thorough weather briefing before every mission. For IFR flights, pilots must record the weather briefing on the reverse side of FAA form 7233-1 or on a separate page and attach it to the 7233-1.
2. **Crew Discipline And Briefing.** The pilot is responsible for ensuring that the crew is properly briefed for the mission. The briefing must be specific and may include salient safety related matters. The crew must know exactly who the pilot is and must respond to their orders quickly.

3. **Crew/Passenger Briefing.** The pilot must make sure that all crew and passengers embarked on Coast Guard Auxiliary aircraft receive an adequate briefing. This briefing must cover at least the following items.
 - a. Use of parachutes (if carried).
 - b. Use of Personal Flotation Devices (PFDs) for over water flights.
 - c. Applicable emergency alerting signals.
 - d. Action required in case of ditching or crash landing (that is, emergency evacuation procedures).
 - e. Emergency exits and emergency ground evacuation procedures.
 - f. Use of other emergency and survival equipment.
 - g. No smoking and seat belt rules and signals.
 - h. Restrictions regarding butane lighters, electronic devices, etc.
4. **Preflight Inspection.** Before each flight, the pilot must be sure to make an inspection of the aircraft using the recommended procedures in the applicable aircraft manual. This check must also make sure that all equipment, charts, cargo, etc. necessary for the mission are on board and properly secured.
5. **Check Lists.** Pilots of Auxiliary aircraft must use written check lists. Using the check lists in the aircraft manual will meet this requirement. However, pilots may also develop individual aircraft checklists if they contain all items recommended by the manufacturer. Each pilot may individually develop and use check lists for SAR evolutions. When a second Auxiliary pilot or observer is on board, the aircrew must use a challenge and response method for check list items.

H. Aircraft Traffic Rules. Coast Guard Auxiliary pilots operating aircraft on orders must follow the appropriate rules. These include the aircraft traffic rules published as part 91 and 93 Federal Aviation Regulations, ICAO Conventions, Procedures and Standards, and International Regulations for Preventing Collision at Sea.

1. **Non-Compliance With FAR 91.119.** Federal Aviation Regulation 91.119 (c) specifies the minimum safe altitudes and clearances (from any person, boat, vehicle or structure) for aircraft operating over other than congested areas, except for takeoffs and landings.

Auxiliary aircraft under the command of an Aircraft Commander or First Pilot conducting SAR missions ordered by the Coast Guard are exempt from the provisions of FAR paragraph 91.119 (c). These Auxiliary aircraft are under the FAA exemption granted the Coast Guard (see Appendix E). Auxiliary aircraft under the command of a Co-Pilot are not included in this exemption.

2. **Annoyance to Persons and Endangering Property.** Coast Guard Auxiliary aircraft in flight must minimize the annoyance to persons and activities on the ground. The pilot must exercise enough caution to be sure that no person on the ground could reasonably believe that they or their property is in danger. Pilots must plan flights to avoid wildlife areas, except at altitudes above those shown as minimum on aeronautical charts.
 3. **Transponder Codes.** Coast Guard Auxiliary aircraft may squawk mode 3, code 1277 on ordered SAR missions when operating under the following conditions.
 - a. On a Visual Flight Rules (VFR) plan or VFR segments of a composite Instrument Flight Rules (IFR)/VFR plan; and
 - b. Enroute to/from or within the designated search area.
 4. **Airspace Regulations.** Coast Guard Auxiliary aircraft must follow the special airspace regulations. This includes warning areas, Class B Airspace, etc.
- I. Violations Of Flight Regulations.** All pilots must be aware of and must follow all applicable current flight regulations. Auxiliary pilots must report any known violations of flight regulations.
- J. Position Reporting Requirements.** During all ordered missions, the pilot must establish a radio guard via direct contact with a Coast Guard or Auxiliary radio station. The pilot must pass "OPS NORMAL" messages to the flight-following (guard) radio station every 15 minutes for single engine aircraft and every 30 minutes for multi-engine aircraft. Each 30 minutes, the "OPS NORMAL" report must also include the aircraft's present position and direction of flight. A report more than 15 minutes overdue is cause for initiation of a PRECOM. If the PRECOM is unsuccessful, the guard radio station must start SAR action for the aircraft. For flights operating under direct air traffic control, radio contact with the controlling agency satisfies this requirement. However, guard radio stations must periodically contact, if practicable, the appropriate Coast Guard or Auxiliary communications facility for information updates.

1. Auxiliary pilots must conduct all flights under applicable Federal Aviation Regulations (FARs) and local air traffic rules. The Coast Guard must assign any mission that anticipates the need to fly in Instrument Meteorological Conditions (IMC) to an Auxiliary aviator who is instrument rated. These Auxiliarists must be current under the FARs and flying an aircraft which complies with applicable FARs. An Auxiliary pilot must obtain an Instrument Flight Rules (IFR) clearance for all flights in IMC.
2. Only First Pilots or Aircraft Commanders, as defined in CHAPTER 8, can fly patrols and SAR response on Auxiliary aircraft. Except as provided in paragraph K.3, Auxiliarists may fly these missions only in daylight and only when the weather on scene is forecast to meet Visual Meteorological Conditions (VMC). However, aircraft commanders may transit to and from the mission area at night or in IMC. This authorization is good only if the Aircraft commander receives an appropriate IFR or special Visual Flight Rules (VFR) clearance.
3. Only Aircraft Commanders may fly on-scene SAR response, communications relay, or other special missions at night and/or IMC. The minimum altitude for these operations is 1,000 feet AGL over water or other unobstructed areas. In other areas, the minimum altitude is 1,000 feet above the highest obstacle. In IMC, the minimum altitude is the minimum vectoring altitude or MEA as applicable to the operational area.
4. Ordered logistics and passenger transport missions may involve flight in IMC. Only appropriately rated and qualified pilots may operate under Instrument Flight Rules (IFR) in IMC.
5. A unit commander may authorize a night training, logistics, or passenger transport mission. Once a mission is approved, the pilot must conduct appropriate planning and carry out the necessary coordination.

L. General Precautionary Rules.

1. **Fuel Reserve.** Auxiliary aircraft must follow the fuel reserve requirements contained in FAR 91.151 or 91.167, as applicable.
2. **Turbulence/Icing.** Auxiliary Pilots may plan flights through areas forecast to have light or moderate turbulence as defined by current Weather Bureau Standards. Pilots must plan all flights to avoid areas of severe or extreme turbulence, icing conditions, or thunderstorms.

3. **Beach Landings.** Auxiliary pilots may conduct beach landings only when forced or as a precaution.
4. **Water Landings.** The FAA approved aircraft flight manual contains procedures, limitations, and techniques dealing with water landings by seaplanes and amphibious aircraft. Pilots of float planes may not make non-emergency open sea landings.
5. **Offshore Operation.**
 - a. Flying beyond the gliding distance from shore is an offshore operation.
 - b. Single engine aircraft may not proceed more than 25 miles offshore unless authorized by the district commander. When working with a surface facility, helicopter, or other recovery aircraft with which communications are maintained, the shore effectively extends to the location of the surface facility or aircraft. However, in no case may a single engine aircraft operate more than 50 miles from shore. In addition, both single and multi-engine aircraft must follow the below listed guidelines when operating offshore.
 - (1) At a minimum, all personnel on board must wear an approved Type I, II, or III personal flotation device (PFD) that meets the equipment requirements in CHAPTER 4, paragraphs F.11 and F.12.

Air crewmembers may also wear the standard survival vest or life preserver issued to Coast Guard aviators. Coast Guard issued survival vests/life preservers, both inflatable, must have water proof lights attached. The survival vest must also meet the Coast Guard's equipment requirements in the Aviation Life Support Systems Manual, COMDTINST M13520.1 (series), or the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).
 - (2) The aircraft must have a life raft capable of holding all occupants. Air crewmembers must store the raft in a position so that one crewmember may remove it without leaving their flight station.
 - (3) The aircraft must have on board at least one class II EPIRB or PRC-90 which one air crewmember must carry in their life jacket or survival vest.
 - (4) Any time the water temperature is below degrees Fahrenheit, all occupants of single

engine aircraft must wear hypothermia protective clothing (anti-exposure coverall). All multiengine aircraft must carry this equipment on board. The anti-exposure coverall must meet Coast Guard approval for use in aircraft.

- (5) Unit commanders may waive the wearing of hypothermia protective devices. However, unit commanders may grant this waiver only when the air temperature is such that the thermal stress incurred by the Auxiliarists exceeds the protection provided by wearing the devices.

- | c. Although not restricted to 25 miles from shore, unit
| commanders may not assign multi-engine aircraft missions
| beyond 50 miles from shore without prior approval from
| the district chief of operations.

6. **Formation Flying.** Auxiliary aircraft may not fly in formation at any time.

M. Safety Devices.

1. **Lap Belts and Shoulder Harnesses.** Each occupant of Coast Guard Auxiliary aircraft must properly fasten their lap belt and shoulder harness (if provided). All occupants must use this equipment from just before engine start until engine shutdown. The only exception is when activities require temporary removal.
 - a. Only the pilot may authorize the unfastening of the lap belt or shoulder harness. The pilot may also authorize passengers on a transport mission to unfasten their seat belts and move about the aircraft during flight in smooth air above 1,000 feet absolute altitude. However, the pilot must be alert to anticipate turbulent flight conditions while passengers have belts unfastened. The pilot must immediately direct passengers to secure their belts as soon as possible before entering turbulent conditions.
 - b. All aircraft operating under orders must have shoulder harnesses installed for the front seats. However, Auxiliarists may request a waiver for aircraft not equipped with shoulder harnesses for which a retrofit kit is not available; or, if available, installation is so cost prohibitive as to place an unreasonable financial burden upon the facility owner; or installation is impractical or not advisable for the reasons described in the waiver request. Auxiliarists must send their waiver requests, with documentation, via the chain of command to Commandant (G-OCX-2).

2. **Helmets.** Flight approved protective helmets must be worn by all pilots, crewmembers, and passengers of rotary wing aircraft whenever the rotor(s) are turning.
 3. **Hearing Protection.** All personnel must wear ear protection if a headset is not available.
- N. Alcohol Use.** Any amount of alcohol in the blood, even small amounts can impair judgement, reflexes, and muscular control. The level of alcohol in the body varies with many things. These include the frequency and amount of alcohol intake, the length of time following the end of drinking, and an individual's body weight. A zero alcohol level is essential for aviation personnel to meet the rigorous demands of flight operations. Detectable blood alcohol or symptomatic hangover are causes for grounding of an air crewmember. Air crewmembers may not conduct flight operations (beginning with flight planning) within 8 hours of consuming 1 or 2 drinks or within 12 hours of consuming 3 or more drinks. (The Coast Guard defines 1 drink as any of the following: 12 oz. of beer, 4 oz. of wine or 1 oz. of spirits.) Although some people may completely metabolize all alcohol well within the 8 or 12 hour limit, this time span allows an adequate margin of safety before resuming flight operations.
- O. Rescue Equipment.** The needs of the mission must determine what rescue equipment is necessary in Coast Guard Auxiliary aircraft. The pilot must be sure that rescue equipment is stowed with adequate restraint. This prevents it from becoming a hazard to the crew or passengers during flight maneuvers, turbulence, or if a crash or rapid deceleration occurs.
- P. Aerial Deliveries.** Auxiliary air crews must not drop any equipment of any type from an Auxiliary aircraft for any purpose. The only exception is if the district commander specifically grants in writing such authority for the aircraft. The district commander must base such authority on a demonstration of deployment technique and aircraft suitability during an operational flight check.
- Q. Aircraft Facility Inspections.**
1. Auxiliary aircraft facility owners or operators, as appropriate, must arrange an inspection of their aircraft facilities each year by the district deadline. Each aircraft must meet the minimum equipment requirements before the director may accept the aircraft as a facility.
 2. Any aircraft commander, directed by DIRAUX, may perform aircraft facility inspections. If a qualified Auxiliarist is not available to conduct the facility

inspection, a qualified Coast Guard aviator familiar with Federal Air Regulations Part 91, subparts A through E which covers such items as airworthiness, required certificates, etc., designated in writing by the air station commanding officer may perform it.

3. Auxiliarists may not inspect their own aircraft, aircraft of which they are partial owners, or aircraft owned by members of their immediate family.
4. The aircraft facility inspector must perform each inspection following the requirements of this manual and form CG-2736B. The inspector must forward the completed form CG-2736B to the director.
5. Auxiliary pilots who are not facility owning Auxiliarists must complete, and submit annually to the director, section I of form CG-2736B signed by an aircraft facility inspector. This must be done before the district deadline. The pilot may fly only as an observer until they submit the completed form to the director.

R. Minimum Equipment Requirements.

1. **Personal Survival Equipment.** When practicable, air crewmembers must carry survival equipment on their person and tethered to the garment worn. It is not necessary for air crewmembers to duplicate the equipment in the life raft.

a. Required equipment.

- (1) First Aid kit
- (2) Day/night flares
- (3) Signalling mirror
- (4) Portable or pocket strobe light

b. Recommended additional equipment.

- (1) Dye marker (for offshore operations)
- (2) Chemical emergency lights
- (3) Whistle
- (4) Insect repellent
- (5) Space blanket
- (6) Waterproof matches

- (7) Sun screen cream
- (8) Survival knife
- (9) Pocket compass

2. Required Communications Equipment.

- a. A VHF-FM transceiver with at least channels 16, 22A, and district required channels with an external antenna.
- b. A VHF-AM transceiver with at least 121.5, 123.1, and 122.9 MHz.

3. Navigation Equipment.

- a. **Required equipment.** Current sectional and nautical charts of the local area plus adjacent areas as appropriate.
- b. **Recommended additional equipment.**
 - (1) LORAN-C receiver.
 - (2) Global Positioning System (GPS) receiver.
 - (3) VHF/UHF DF with capability on 121.5, 156.750, 240.6, 242.65, and 243.0 MHz.

S. Flight Clothing.

- 1. Auxiliary air crewmembers must wear one of the following uniforms while under orders.
 - a. An authorized Auxiliary uniform. The uniform must, in most cases, be the same for all crewmembers. When appropriate, the same as worn by Auxiliary of Coast Guard personnel on passenger transportation flights. Non polyester uniforms must be worn whenever possible.
 - b. A Coast Guard flight suit, clean and neat, properly worn in a manner credible to the Coast Guard. Air crewmembers may not wear Auxiliary office insignia on flight suits.
 - c. Dark blue civilian type coveralls (non polyester) when deemed to be in the interest of crew safety, efficiency, or comfort. Air crewmembers may only display appropriate patches and name tags as described in the uniform regulations.
 - d. Anti-exposure coveralls, approved by a unit commander for flight use.

2. The selection of the appropriate flight clothing is the prerogative of the pilot and must be uniform for all air crewmembers (see paragraphs L.5.b.(4) and 6.5.b.(5)).

CHAPTER 7: AVIATION SAFETY PROGRAM

- A. Policy.** It is the Commandant's policy to provide for the safety and health of all Coast Guard personnel and the protection of all Coast Guard materiel resources by setting up a safety and environmental health program. This program covers Coast Guard Auxiliary personnel and aircraft when operating under orders. CHAPTER 1 of the Safety and Environmental Health Manual, COMDTINST M5100.47, defines the Coast Guard's overall safety policies, goals, authorities, responsibilities, and organization.
- B. Scope/Authority.** This chapter is the authority for the Coast Guard Auxiliary aviation safety program. This program is applicable to Coast Guard Auxiliary aircraft and flight crews while operating under orders. The Auxiliary aviation safety program is intended to be responsive to all aspects of Auxiliary aviation operations.
- C. Program Goal.** The goal of the Auxiliary aviation safety program is to improve the operational readiness and promote the availability of Coast Guard Auxiliary aviation by conserving human resources, equipment, and funds through mishap prevention. To accomplish these objectives, the program sets forth specific responsibilities, organization and procedures for promoting the safety and occupational health of Auxiliary aviation personnel. This program also sets up procedures for reporting, investigating, and reviewing aviation mishaps.
- D. Background.** Auxiliary air operations require continuous individual emphasis on accident prevention. Aircraft performance capabilities and human limitations, along with the many variables and hazards inherent in flight operation, complicate this task. If air crewmembers do not recognize and work to eliminate hazards, accident potential will be high. This potential will dampen the Coast Guard's use of Auxiliary aviation.
- 1. Focus.** Most accidents involving aircraft are preventable. They are the result of human or mechanical failure or a series of failures. This safety program is directed toward recognizing and eliminating the causes of accident. It's aim is to improve procedures and prevent accidents -- not punish, criticize or embarrass the personnel involved.
 - 2. Responsibility.** When an accident or incident involves an Auxiliary aircraft under orders, the responsibility for the accident or incident investigation rests with the Coast Guard. However, by agreement, the National Transportation Safety Board (NTSB) will investigate Auxiliary aviation accidents upon request. The Coast

Guard will coordinate mishap investigation through the Commandant's Aviation Safety Branch (G-KSE-1) and conduct them under the NTSB/CG agreement, NTSB Part 830, COMDINST 5100.47, and paragraphs L and M of this chapter.

E. Organization. The Auxiliary aviation safety program functions through the chain of command. Commandant (G-NAB), in concert with the Commandant (G-KSE), (G-OAV), and the Auxiliary national executive committee, sets policy and program requirements. The Auxiliary national operations department staff is responsible for keeping Auxiliary aviators informed of safety requirements, health hazards, and safe operating procedures. The Auxiliary operations department must communicate this information as quickly as possible. The Auxiliary leadership must carry out the policies and tailor program requirements to their particular operations. Safety must be an integral part of all Auxiliary aviation activities. All Auxiliarists must commit to a personal responsibility to safeguard themselves, their fellow crewmembers, and the property entrusted to their care. The leadership and responsibility for the safety program must start with the National Commodore and follow the chain of command down to each individual in the program. Auxiliarists at each level must amplify the message of safety and enforce the rules and standards. The organizational components and individuals described in the following paragraphs have specific responsibilities in the aviation safety program.

1. Coast Guard Headquarters.

- a. Commandant (G-K) is responsible to the Commandant for the safety and well being of all Coast Guard military and civilian personnel, including the Coast Guard Auxiliary.
- b. Commandant (G-KSE) is responsible to Commandant (G-K) for the Aviation Safety Program and provides general guidance and supervision to the Aviation Safety Branch. They will develop relevant and effective aviation safety policies, procedures, and standards for service-wide implementation.
- c. Commandant (G-KSE-1) will initiate, review, and modify the policies, procedures, and standards of the Auxiliary aviation safety program. This branch must also advise, help, monitor, and check the implementation of this program.
- d. Commandant (G-NAB-2) must maintain liaison with Commandant (G-KSE-1) and must advise them of the status of the Auxiliary flight safety program.
- e. Commandant's Aviation Safety Board (CASB) is responsible for reviewing Coast Guard Class A and

Class B aircraft mishaps, and other selected aviation mishaps and aviation safety matters. Officers on the Commandant's staff that have special knowledge of aviation operations, medicine, engineering, and safety make up the CASB. The CASB will review Auxiliary aviation mishaps as necessary. If the CASB desires an Auxiliarist, the National Commodore must make the appointment.

2. Coast Guard Auxiliary.

- a. The National Commodore is responsible for the formulation, implementation, and management of the Auxiliary aviation safety program. As necessary, the National Commodore must develop a separate mechanism for monitoring and testing the overall program.
- b. District commodores must appoint, within those districts with aviation resources, a district flight safety officer (DFS0) to implement the provisions of this program. These individuals must advise their commodores and DSO-OP on the effectiveness of the program.
- c. District flight safety officers (DFS0) are responsible for implementing the aviation safety program within the district. They are also responsible for communicating details of the program to the divisions and flotillas with aircraft facilities. The DFS0 must advise the district commodore and DSO-OP on all aviation safety matters. Communicating with all elements participating in the Auxiliary aviation program is a major function of the DFS0.

F. District Flight Safety Officer (DFS0).

1. **Selection.** The DFS0 must be an active aircraft commander and, when practicable, and FAA certified instrument flight instructor (CFII). Candidates for DFS0 must show a personal dedication to flight safety and a willingness to work throughout the district on this program.
2. **Activities.** The DFS0 must:
 - a. Act as district commodore's representative and advisor on all aviation safety matters. The DFS0 promotes, monitors, and reports on safety matters.
 - b. Report to the district commodore and DSO-OP about the Auxiliary's aviation safety program. Appraise the National Flight Safety Officer (BC-OAS) on all aspects of the program's status within the district.

- c. Be familiar with the aviation safety program as outlined in this manual.
- d. Communicate with FAA Accident Prevention Specialists (APS) and Accident Prevention Counselors (APC). Also, support FAA sponsored safety seminars by personal participation and by urging all Auxiliary aviators to participate. DFSOs can get the names of APSs and APCs from FAA flight standards or the general aviation district offices, airport managers, fixed base operators, or FAA flight service stations.
- e. Distribute aviation safety literature to the widest readership possible. Submit safety articles for district newsletters and urge Auxiliarists to contribute.
- f. Arrange for Auxiliarists to participate in appropriate Coast Guard and other military safety seminars and training whenever possible.
- g. Communicate the latest FAA air traffic control information to Auxiliarists. They must encourage an understanding of Class C and Class B airspace requirements and highlight the necessity for preventing illegal incursions into these areas.
- h. Encourage instrument flight qualification and maintenance of instrument currency. (Unit commanders may fund flights for proficiency training.)
- i. Emphasize to all Auxiliary aviators the following:
 - (1) Strict pilot attention about the dangers of low speed, low altitude circling, emphasizing the effect of bank angle on stall speed.
 - (2) The minimum altitudes as specified in current directives.
 - (3) Importance of rest periods and requirements on alcohol consumption.
 - (4) Review care and use of emergency equipment.
 - (5) Day, night, and instrument flight limitations.
 - (6) FAR equipment requirements for instrument flight.
 - (7) Value of using FAA air traffic control facilities on Auxiliary missions.
 - (8) Importance of maintaining communications during SAR missions and that an aircraft out of

communications is unable to help the Coast Guard and may become an additional problem.

- (9) The purpose and importance of filing a flight plan, conducting a preflight check, and using check lists.
- (10) The review and analysis of Auxiliary incidents or accidents with attention to lessons to be learned.

G. Exchange Of Information. Methods for the exchange of information about aviation safety include review of aviation safety publications, liaison with other services, and participating in aviation safety organizations. Commandant (G-KSE) can help to locate sources of information. Individual DFSO is responsible for compiling and disseminating information from these sources.

H. Pre-Mishap Plan.

- 1. **Responsibility.** The district flight safety officer (DFSO) is responsible for preparing pre-mishap plans. In a Coast Guard air station's area of responsibility (AOR), the DFSO may amend the existing Coast Guard air station pre-mishap plan to cover Auxiliary aviation. Flotillas, unit commanders, directors, the FAA, the NTSB, local law enforcement, military SAR units, and airport management where Auxiliary aircraft operate may also provide input.
- 2. **Approval.** Unit commanders, the director, and the district commander (osr) must approve the pre-mishap plan.
- 3. **Notification.** The pre-mishap plan must outline the procedures to follow to make sure that Auxiliarists notify key personnel and it must include the notification requirements of NTSB 830.
- 4. **Scope.** The pre-mishap plan must also cover rescue and recovery of personnel and custody, security, and initial salvage and movement of wreckage.

I. Mishap Classification. Coast Guard Auxiliary aviation mishaps will be classified as either an aviation accident or an aviation incident as defined below. Responsible Auxiliarists must report and investigate mishaps.

J. Definitions.

- 1. **Aviation Accident.** An aviation accident is any occurrence associated with the operation of an aircraft in which any person(s) suffers a fatal or serious injury. It also includes an accident where the aircraft receives

substantial damage (as defined below) between the time any person boards the aircraft with the intent for flight and all such air crewmembers and passengers disembark.

2. **Aviation Incident.** Any occurrence other than an accident, associated with operating an aircraft, which affects or could affect the safety of operations.
3. **Fatal Injury.** Any injury which results in death within 30 days of the accident.
4. **Serious Injury.** Any injury which:
 - a. Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury;
 - b. Results in a fracture of any bone (except simple fractures of fingers, toes or nose);
 - c. Causes severe hemorrhages, nerve, muscle, or tendon damage;
 - d. Involves any internal organ;
 - e. Involves second or third degree burns, or any burns affecting more than 5 percent of the body surface.
5. **Substantial Damage.** Any aircraft damage or failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, which would normally require major repair or replacement or the affected component.

K. Mishap Reporting.

1. **Initial Notification.** The individual or unit with first knowledge of an accident or incident, must immediately report all available information to the unit commander that issued the orders. This reporting requirement applies to all aviation accidents, incidents, overdue aircraft, and those incidents in subpart B of FAR 61.51.
2. **Unit Commanders.** Each unit commander which issues orders must adhere to the provisions set forth for reporting and investigating Auxiliary aviation mishaps in this manual. In addition to making the notification requirements of NTSB Part 830, the unit commander must pass the information to the following commands.
 - a. Commandant (G-TGC) - Flagplot
 - b. The district operations center (OPC)
 - c. The district director of Auxiliary.

- d. The appropriate Coast Guard units(s).
3. **Commandant (G-TGC).** Flagplot will pass information on all Auxiliary aviation mishaps to the following Headquarters offices Commandant (G-KSE), (G-OAV), and (G-NABx) and pass the information to the Auxiliary National Commodore.
 4. **Telephone Report.** Responsible personnel must make an immediate telephone report to Commandant (G-KSE) or Headquarters Flag Plot (after working hours) for all aviation accidents or any mishap likely to cause an intense or unusual reaction from the news media or public. The report must include as much information as is immediately available, and may be reported using the format in Appendix A. This is normally done by the unit commander who issued the orders.
 5. **Preliminary Message Report.** The responsible unit must forward a preliminary report to Commandant (G-KSE) by priority message within 4 hours after learning of an aviation accident. The unit that issued the orders is responsible for making that report. See Appendix A for a sample report. Some of the required information in the preliminary report may not be available or may be incomplete within the time limit set. In this case, supplemental messages must be sent. The supplemental message must repeat paragraphs 1 through 4 of the preliminary message and then includes those items not previously submitted.

I. Mishap Investigations.

1. **Aviation Accidents.** By agreement the NTSB will, when requested, investigate all Coast Guard Auxiliary aircraft accidents occurring under orders, written or verbal. Commandant (G-K) may choose to assign a Coast Guard or an Auxiliary representative to the board. The board will investigate all aviation accidents under the guidelines of the Coast Guard/NTSB agreement.
2. **Aviation Incidents.** Unless the mishap is of such nature that an NTSB/CG board must conduct an investigation, Auxiliary aviation incidents must be reported in accordance with the requirements of Appendix A. The unit commander who issued the orders and the pilot must gather the facts and the details of the mishap and pass this information on to the responsible air station (or the DFSO if there is no air station). They will compile the report and investigation using the format in Appendix A. These investigations must be sent to the nearest air station or Coast Guard unit, as appropriate, and then sent to Commandant (G-KSE) and (G-NAB).

M. Purpose of Mishap Investigations. Investigators conduct mishap investigations as addressed in this manual to trace the events from a time when things were going normally (homeostasis) through the mishap evolution. They will analyze the sequence of events for all factors in the mishap. The mishap investigation seeks to find out the reasons behind a mishap to prevent similar mishaps in the future. The investigation is not to discipline, find fault, or punish those involved directly or indirectly. A legal investigation is responsible for this type of reporting.

CHAPTER 8: AIRCREW QUALIFICATION & TRAINING

A. Authorized Missions.

1. **Co-Pilot (CP).** Co-Pilots may operate in **daylight only and to a minimum altitude of 1,000 feet AGL** except for take off and landing. Co-Pilots are not included in the exemption from the provisions of FAR paragraph 91.119 (c) (see CHAPTER 6, paragraph H.1). They may act as pilot-in-command on the following missions.
 - a. Cargo and passenger transport flights.
 - b. Aids to navigation and chart updating patrols.
 - c. Pollution and ice patrols.
 - d. Area familiarization flights.
2. **First Pilot (FP).** In addition to CP missions, First Pilots (FP) may fly any other mission (except SAR procedures flight checks) deemed necessary by the unit commander. The FP may perform the initial and annual aircraft facility inspections.
3. **Aircraft Commander (AC).** Aircraft Commanders may fly any mission deemed necessary by the unit commander. They may perform aircraft facility inspections, pilot qualification checks, and SAR procedures flight checks.

B. Pilot Qualifications.

1. **General Qualifications.** To operate any aircraft on a Coast Guard mission the pilot in command must have logged at least the following hours as pilot-in-command.
 - a. 200 hours in an aircraft of the same category (fixed or rotary wing).
 - b. 100 hours in an aircraft of the same class (single or multi-engine land, etc.).
 - c. 50 hours and 25 landings to a full stop in a tail wheel aircraft if the aircraft to be flown is a tail wheel aircraft.
 - d. 50 hours in a complex aircraft (retractable gear) if the aircraft to be flown is a complex aircraft as described in FARs.
 - e. 50 hours in a gas turbine aircraft if the aircraft to be flown is a gas turbine powered aircraft.

- f. 25 hours in a high performance (over 200 HP) aircraft if the aircraft to be flown is a high performance aircraft as described in FARS.
 - g. Exceptions to the above "class" requirement:
 - (1) 10 hours for multi-engine aircraft with center thrust;
 - (2) 50 hours for single engine seaplanes or amphibians.
 - h. These hours may be logged concurrently.
2. **Co-Pilot (CP) Qualifications.** An Auxiliary Co-Pilot (CP) must possess the following qualifications.
- a. Hold a valid FAA private pilot license (or higher) and a current third class FF medical certificate (or higher).
 - b. Have accumulated and properly logged a total of 200 hours of flight time as pilot-in-command of which at least 12 hours were within the last 6 months.
 - c. Successfully pass the AIR OPERATIONS TRAINING COURSE open book examination (pilot) with a score of 90% or higher.
 - d. Have qualified as pilot trainee and flown on at least two Coast Guard missions not as pilot-in-command. (A pilot trainee is an Auxiliarist who has completed paragraph B.2.e.)
 - e. Be current for night flight in accordance with the FAR, part 61.57.
3. **First Pilot (FP) Qualifications.** An Auxiliary First Pilot (FP) must possess the following qualifications.
- a. Satisfy all requirements for Co-Pilot.
 - b. Have 500 hours pilot-in-command flight time.
 - c. Complete a current SAR procedures flight check.
 - d. Complete an area familiarization, as required by the district commander.
4. **Aircraft Commander (AC) Qualifications.** Auxiliary Aircraft Commanders (AC) must possess the following qualifications.

- a. Satisfy all requirements for First Pilot.
- b. Hold a current FAA instrument rating.
- c. Have logged 1,000 hours pilot-in-command flight time.

C. Observer Qualifications. Auxiliary Observers must meet the following requirements.

- 1. Be recommended for observer training by a First Pilot or Aircraft Commander, then successfully pass the AIR OPERATIONS TRAINING COURSE open book examination (observer) with a score of 90% or better.
- 2. After passing the written examination, participate as an observer trainee in missions totaling 10 flight hours.
- 3. Demonstrate an ability to understand and proficiently navigate from sectional charts.
- 4. Demonstrate an ability to handle Coast Guard communications.
- 5. Complete such area familiarization as required by the district commander.
- 6. Have an Auxiliary First Pilot or Aircraft Commander certify completion of these requirements.

D. Currency Requirements. Air crewmembers must meet the following applicable requirements to maintain Auxiliary Aviation qualifications.

- 1. **All Air Crewmembers.** All Auxiliary air crewmembers must meet the following requirements.
 - a. Emergency Egress Training. Annual training in emergency egress must include at least a lecture on basic principles, use of related equipment, egress procedures, and the required preflight briefing for the types of aircraft in use.
 - b. Water Survival Training. Before the first flight as an air crewmembers in an Auxiliary aircraft operating offshore under orders, and then as an annual requirement, each crewmember must prove their swimming ability and swim 50 yards. Crewmembers may wear an inflated PFD during the swim. They must receive instruction in water survival techniques and the use of all survival equipment on board the aircraft. Auxiliarists may make use of available Coast Guard personnel, equipment, and facilities in meeting the requirements of this paragraph.

2. **All Pilots.** All Auxiliary pilots must meet the following requirements.
 - a. Meet requirements for "All Air Crewmembers," paragraph D.1.
 - b. Fly and properly log a minimum of 12 hours as pilot-in-command each semiannual period. The semiannual periods are 1 January through 30 June and 1 July through 31 December. Also, pilots must satisfy the requirements of FAR 61.57.
 - c. Annually attend any one of the following (in order of precedence):
 - (1) An air safety workshop conducted for Auxiliary air crewmembers by a Coast Guard air station or a Commandant (G-NAB-2) representative. The instructor must use a syllabus approved by Commander (G-KSE).
 - (2) Two FAA or AOPA flight safety workshops.
 - (3) An approved Flight Instructor Refresher Clinic.
3. **Co-Pilot.** All Auxiliary Co-Pilots must meet the requirements for "All Pilots," paragraph D.2.
4. **First Pilots.** All Auxiliary First Pilots must meet the following requirements.
 - a. Meet all requirements for "All Pilots," paragraph D.2.
 - b. Fly 3 missions totalling 6 hours under orders each semiannual period.
 - c. Have a current SAR Procedures Flight Check.
 - (1) The Sar procedures flight check is a biennial requirement. The certification expires 24 months from the date of the last check. Only a current Auxiliary Aircraft Commander or a qualified Coast Guard Aircraft Commander, designated in writing by the air station commander, may give the SAR procedures check. This check must be scheduled so that it falls in the alternate year from the FAA required biennial flight review (BFR). In years that require both the SAR procedures check and BFR, completion of the BFR allows the Auxiliary aviator to maintain qualification as First Pilot or Aircraft Commander. However, the Auxiliarist

must then complete the SAR procedures check within the next 12 month period.

- (2) Auxiliarists must record their SAR Procedures Flight Check by a line entry in the Auxiliary aviator's pilot log book (signed by the check pilot) and on the Auxiliary Aviation Procedures Check (Auxiliary National Supply Center form #7048). This becomes one of the requirements during the annual pilot qualification and facility inspection process.

5. **Aircraft Commanders.** All Auxiliary Aircraft Commanders must meet the following requirements.

- a. Meet all requirements for "First Pilots," paragraph D.4.
- b. Maintain a current instrument rating in accordance with the FARs.

6. **Failure To Maintain Currency.** Aircraft Commanders or First Pilots who do not maintain currency requirements, which includes failure to attend any required workshop, revert to Co-pilot or First Pilot, as appropriate. An Auxiliarist's current currency maintenance completion status will determine to what specific level the individual must revert.

7. **Observers.** There are no specific observer currency requirements, other than those for "All Air Crewmembers," paragraph D.1. Directors must provide opportunities for observers to participate in training sessions with Auxiliary pilots.

E. Records. Initial designation of an Auxiliarist as an Auxiliary Aviator and the awaring of any later upgrade or the rescinding of any designation or upgrade is the sole responsibility of the director.

1. **Pilot Designations.** The director makes all pilot designations in section VIII of the Auxiliary Qualification And Aircraft Facility Inspection Report (CG-2736B). The director must certify the original qualification and any upgrade by letter. Original certification letters are sent to the Auxiliarist concerned, with copies going to unit commanders and the Auxiliarist's record.
2. **Observer Designations.** The director must certify Observer designations by letter to the Auxiliarist, with a copy to their flotilla and Auxiliarist's record.

CHAPTER 9: TELECOMMUNICATIONS

A. Auxiliary Communications System. The Auxiliary communications system consists of Auxiliary fixed land, land mobile, and radio direction finding (RDF) stations owned by Auxiliarists or Auxiliary units which the director accepts as radio facilities. The system also includes those boats and aircraft that have radios. Auxiliarists may not use any single radio for more than one facility. A radio facility is operational if it passes the facility inspection, the owner offers it for use, and the director accepts the facility.

1. Definitions.

- a. A **fixed land radio** facility is radio equipment which an Auxiliarist permanently operates at a fixed location (home, garage, office, etc.) and includes a building or trailer which exclusively houses such equipment. It may or may not have direction finding (RDF) capabilities. A **transportable station** is a type of fixed land radio facility which can be transported to various locations but is not used while moving.
- b. A **land mobile radio** facility is radio equipment which an Auxiliarist can operate while in motion (e.g., in a vehicle, walking, etc.). It may be installed in a vehicle or just be hand carried. This equipment includes regular marine radios and those types of portable radios known as handi-talkies, walkie-talkies, H/Ts, COMCOs, etc. It may or may not have direction finding (RDF) capabilities.
- c. Radios on boat and aircraft facilities, equipped to operate on designated Coast Guard frequencies, with or without direction finding (RDF) capabilities, *are not facilities in themselves*. These radios are simply functional equipment installed on board the facility. Therefore, directors must not count this equipment as a radio facility.
- d. **VHF-FM RDF** facilities are those facilities with passive direction finding capability, separate and independent of any other facility, and where land line or other non-marine communications are available. Units meeting the accuracy, range, and scope of direction finding requirements of paragraph B.1.e are eligible for facility status.
- e. **Portable Radios** are radios which an Auxiliarist can hand carry and operate by means of a self-contained antenna and power source.

2. **Purpose.** The following are the primary purposes of the Auxiliary communications system, in order of precedence:
 - a. Coordinating authorized Auxiliary activities in support of Coast Guard operations.
 - b. Augmenting the Coast Guard communications system, when required.
 - c. Communicating urgent matters of official Auxiliary business.
 - d. Training.
3. **Control.**
 - a. The district commander is responsible for control of the Coast Guard Auxiliary communications system. This includes such activities as training and drills. Auxiliary radio facilities may use certain frequencies designated by the district commander for specific authorized Auxiliary activities. These activities include regattas, coordinated CME efforts, patrols, drills, training, and administration.
 - b. Auxiliarists must conduct operations on Coast Guard frequencies per current instructions.
 - c. Coast Guard and Auxiliary communications plans may include frequency assignments and Auxiliary call signs. If not, then they must reference publications that contain such data.
 - d. Each Auxiliary district must conduct communications drills, at least quarterly. Operators of radio facilities must conduct these drills using the guidelines issued by the Coast Guard district telecommunications branch.
 - e. District commanders may authorize the use of the Federal Telecommunications Systems (FTS) and local Coast Guard landline voice and data systems for relay of official Auxiliary administrative messages. District commanders may also issue FTS 2000 calling cards to selected Auxiliarists to relay official Auxiliary communications.

B. Radio Facilities.

1. **Government Station.** Any radio station or VHF-FM radio direction finding station, while assigned to Coast Guard duty, is a Coast Guard radio station and a "government station" within the meaning of 14 U.S.C. 829. To operate as a government station, the director must accept an

Auxiliary radio station for use as a radio facility or the radio equipment must be on board a surface or aircraft facility.

- a. Auxiliarists who meet the owner/operator requirements set forth in paragraph B.4 may operate Auxiliary radio facilities on government frequencies. Other Auxiliarists under the direct supervision of the owner/operator may also operate these facilities without meeting the requirements of paragraph B.4. Compliance with regulations and procedures is the responsibility of the facility owner.
- b. When under orders, the operators of radio equipped boats and aircraft may operate on assigned government frequencies. All boat and aircraft facilities must be VHF-FM equipped. The district commander may grant a facility a waiver but only on a case by case basis.
- c. Auxiliarists may only use the frequency designated by the appropriate district commander as their local working frequency.
- d. Paragraph I lists additional frequencies available for Auxiliary use when required and authorized by the appropriate district commander.
- e. Directors may accept VHF-FM RDF stations as facilities if they meet the following criteria.
 - (1) Antenna height must provide a minimum range of 10 nautical miles.
 - (2) The arc of unobstructed direction finding must be a minimum of 130 degrees with no reflected signals noted. The operator must orient the station to cover the anticipated area of transmissions.
 - (3) Demonstrated bearing error does not exceed plus or minus 5 degrees within the service arc.
 - (4) The Auxiliarist locates the station close to assigned patrol areas. The station must also provide accurate DF support to operational facilities working in the patrol area.
 - (5) Station must have land line or non-marine communications capability, such as 143.28 MHz, to relay lines of position (LOPs) and fixes. Operators may not pass LOPs and fixes on VHF-FM marine channels unless specifically requested by a unit commander.

- (6) Two or more stations operating together to form a network must appoint one station as the plot station. Each station in the net must provide the plot station with their geographical coordinates. The plot station will receive LOPs, plot positions, and report the fix coordinates to the unit commander. The plot station must give the Coast Guard unit handling the case all LOPs, a fix if available, and other information as soon as possible.
 - (7) The owner must show all radio station equipment on their offer for use form, CG-2736A. This requirement includes non-marine radios which operate on an authorized Auxiliary frequency, such as 143.28 MHz. Acceptance by the director of the RDF station will also authorize use of the supporting radio. The support radio is not a radio facility, but Auxiliarists must operate it under current Coast Guard procedures.
- f. Auxiliary radio facilities may operate according to Coast Guard policy and only on the frequencies listed in paragraph I. Operations on these frequencies is subject to the conditions noted and the net control of Coast Guard commands in the operating area. In addition, Auxiliarists may operate:
- (1) On frequencies specifically authorized by Commandant (G-SCT) (See paragraph B.1.g).
 - (2) On any frequency required to maintain valid SAR communications for the incident's duration.
- NOTE:** Use of any other frequency by Auxiliary radio facilities is prohibited.
- g. Fixed land Auxiliary radio facilities which need authority to operate on radio frequencies not presently authorized for that station must receive frequency assignments from Commandant (G-SCT). Auxiliarists must send authorization requests via their District Communications Officer (DSO-CM) to the National Operations Department, Telecommunications Division Chief (DVC-OT). The DVC-OT must coordinate and forward the request to Commandant (G-SCT) via the cognizant director and district telecommunications staff. See paragraph P for the specific information required. Facilities requesting authorization for new frequencies may not use any of the new frequencies contained in the request until Commandant (G-SCT) grants approval. Those fixed land stations which require authorization for new frequencies are only required to obtain authorization one time. The authorization remains valid until any change in

facility characteristics reported as part of the original request is made (that is, frequencies, location, antenna, call sign, etc.). Then another request is necessary.

- h. Auxiliarists may only activate Auxiliary fixed land, land mobile, and direction finding facilities under one or more of the following conditions:

- (1) For a mission ordered or scheduled by the Coast Guard.
- (2) When necessary to handle valid DISTRESS traffic.
- (3) While conducting technical tests to determine a facilities capability (for example, facility inspection).
- (4) When necessary to contact a Coast Guard unit to determine if Auxiliary help is required.

NOTE: Use of radio facilities without proper authority may affect the protection and benefits afforded to those Auxiliarists properly assigned to Coast Guard duty.

NOTE: Use of land mobile radios or direction finding stations from either a motor vehicle or mobile trailer require proper authority (i.e., Coast Guard orders).

2. **Portable Radios.** A director may certify a portable radio as the primary radio aboard a facility (operational or special purpose) if that director determines a portable radio is appropriate for the facility's missions. One facility, operating in confined waters, may only require a portable radio while another, operating off-shore, may require a larger radio (i.e., 25 watts) and a permanently installed boat antenna. Also, the director may require additional antenna, power, or other capabilities to augment the performance of a basic portable radio.
3. **FCC License.** An Auxiliary facility does not require a Federal Communications Commission (FCC) license when operating on orders or when performing a mission directed by or scheduled by the Coast Guard. However, most Auxiliarists use their facilities for non-government (e.g., for recreation) and government (e.g., on orders) purposes. For that reason, Auxiliarists must have an FCC license if required by FCC (e.g., for foreign port visits) for the appropriate facility inspection. If Auxiliarists use a specific facility exclusively for government purposes, the director may issue a waiver of the facility inspection requirement to have an FCC license for those facilities required by FCC regulation to have a license, upon request by the facility owner. Auxiliarists who use fixed land and land mobile

facilities per this manual are considered government stations and, therefore, do not require FCC licenses.

- a. License applications by Auxiliarists must not refer to any Auxiliary affiliation or equipment use for official government business.
 - b. Auxiliarists must route all communications with the FCC about Auxiliary communication matters via the appropriate chain of command to Commandant (G-SCT). Auxiliarists are not to communicate directly with the FCC regarding official Auxiliary business.
4. **Owner Or Operator.** Auxiliarists owning or operating an Auxiliary communications facility must have the following training:
- a. Auxiliarists owning or operating fixed land, land mobile, or RDF facilities must complete the Auxiliary Communications Specialty Course (AUXCOM). Auxiliarists must also take any other training required by the district commander.
 - b. Auxiliarists operating radios on boats, aircraft, or special purpose facilities must have the appropriate boat or air crew qualifications or Auxiliarists must complete the AUXCOM and any other training required by the district commander.
 - c. Auxiliarists standing communications watches at a Coast Guard unit must be at least Basically Qualified (BQ) or must complete New Member Indoctrination and Entry Training and meet the qualification requirements set by that unit.
5. **Auxiliary Unit Owned Radio Station.** Auxiliary unit owned radio stations must adhere to the requirements in this chapter. This requirement includes being inspected, being offered for use (and accepted by the director), adhering to all operator requirements, and displaying the facility decal. The required documents (e.g., CG-2736A) shall be signed on the unit's behalf by the Auxiliary unit commander owning the radio station. Auxiliary units are also authorized to own non-mobile trailers which exclusively house the radio station. The information pertaining to the trailer will be provided on the CG-2736A in the "Description of Station Location" block. The provisions of this paragraph do not apply to radio stations owned by corporations, whether controlled by Auxiliarists or not. Auxiliary unit owned radio stations:
- a. May only be used for authorized Coast Guard Auxiliary missions, including training, per the provisions of

| paragraph B.1.h.

- | b. Must meet and be granted facility status per this
| chapter to ensure continued liability protection.
| This requirement is most important for units which
| own non-mobile trailers as part of the radio station.
- | c. Which are housed in non-mobile trailers owned by
| Auxiliary units, are on call and subject to
| activation at all times throughout the year by the
| order issuing authority. The operational parameters
| including method of activation and call up of
| Auxiliary watchstanders should be the subject of an
| MOU or OPORDER.

6. **Equipment.** For a fixed land, land mobile, or direction finding radio station to qualify for facility status, it must meet all facility, frequency, and inspection requirements. The radio station must also have a FCC type accepted/type approved transmitter. Receive only RDF stations are exempt from the transmitter type requirement. Stations operating on authorized frequencies outside the VHF marine band (for example, repeaters) must also be type accepted/type approved. However, these stations do not have to contain the required frequencies identified in paragraph I.

C. **Radio Call Signs.**

1. **Authorization.** All Auxiliary facilities must use Auxiliary radio call signs when:
- a. Conducting SAR, emergency, or routine patrol communications.
- b. Conducting official Coast Guard business on appropriate Coast Guard assigned frequencies. This requirement includes official Auxiliary business such as the coordination of training exercises, CME stations, and operational training.

NOTE: Auxiliarists must never use an FCC call sign with an Auxiliary call sign. Written orders are not required in order to use Auxiliary call signs.

- | 2. **Designations.** Auxiliary facilities will use the radio
| designation for the situations listed below:

- | a. For an Auxiliary fixed land facility co-located with
| an active duty Coast Guard radio facility use:
| "Coast Guard (active duty unit name) Auxiliary
| radio."

EXAMPLE: "Coast Guard Miami Auxiliary Radio."

- b. For an Auxiliary fixed land facility use: "Coast Guard Auxiliary (name of geographical location of station) radio."

EXAMPLE: "Coast Guard Auxiliary Lake Powell Radio."
Also, Auxiliarists may not use the name of an existing Coast Guard unit unless co-located as described above. If two or more fixed land stations exist within the same geographical area, the director must assign each station a call sign using their subdivision, street, or local area name or simply using a unique number for each.

EXAMPLE: "Coast Guard Auxiliary Lake Powell Radio 3."

NOTE: In lieu of the above, fixed land facilities, if so equipped, may request from their district the assignment of an international call sign (e.g., NMW73) for use **only on 2-30 MHz SSB frequencies.**

- c. For an Auxiliary land mobile facility use: "Coast Guard Auxiliary (flotilla geographical name from charter) mobile number ___" or a district approved land mobile numbering system such as "U.S. Coast Guard Auxiliary mobile 1353." Here 13 would be the division number, 5 the flotilla number, and 3 the number of the unit in the flotilla. The Auxiliary may not use the name of an existing Coast Guard radio equipped unit.

- d. For an Auxiliary aircraft facility use: "Coast Guard Auxiliary aircraft (aircraft identification number)."

- e. For an Auxiliary surface facility use: "Coast Guard Auxiliary Vessel (number)." **All Auxiliary surface facilities must use a district approved number call sign.** For example, a six number call sign where the first two digits are the boat's length in feet, the third digit shows the type of propulsion, and the last three digits are in sequence with the acceptance of the facilities for use. Another example is the five number system where the first two digits are the length in feet and the last three digits are the last three digits from the boat's registration or documentation number.

NOTE: Authorized short term events (e.g., CME stations, conferences, training exercises, etc.) may use temporary call signs to facilitate operations. The event coordinator may assign the call signs but may assign only those call signs (e.g., NACO, DCP, DOCK MASTER, CONTROL, etc.) which would not be confused with district approved call signs.

D. Administration.

1. **Coast Guard.**

- a. The director must, under the guidelines set by the Coast Guard district telecommunications staff:
 - (1) Coordinate general supervision over Auxiliary communications.
 - (2) Approve potential fixed land, land mobile, or RDF station owners for membership in the Auxiliary.
 - (3) Accept or reject radio facility inspections.
 - (4) Approve communications drill schedules.
 - (5) Encourage Auxiliary communications system development to the maximum level of effectiveness.
 - (6) Keep a current listing of available Auxiliary communications facilities.
 - (7) Promulgate the approved radio call sign numbering system.
- b. The Coast Guard district telecommunications branch chief must coordinate with the director the use or distribution of Coast Guard supplied radio equipment to Auxiliarists.

2. **Decal Display.** Auxiliarists may display the miniature decal and wreath on the exterior or interior of the building in which the communications equipment is housed. Auxiliarists may also display the decal on any legal place on a motor vehicle or on the radio itself. Radio facilities must not use the large size decal and wreath.

E. Required Radiotelephone Communications. Auxiliary surface facilities must follow the provisions of the Bridge to Bridge Radiotelephone Act as implemented by 33 CFR Part 26, unless exempted therein. Also, Auxiliary surface facilities must follow the applicable provisions of any mandatory Vessel Traffic Services.

F. Citizens Band (CB) Radio. The Coast Guard once participated to a limited extent in the use of CB radio at search and rescue stations. In 1989, the Coast Guard removed all requirements for monitoring or supporting CB radios.

- 1. Although the Coast Guard prefers the Auxiliary to use authorized marine frequencies, Auxiliary facilities may use CB equipment to communicate with boats when no other

method is available.

2. Auxiliarists using CB equipment must use Auxiliary call signs and proper radiotelephone procedures. Auxiliarists may not use the "10" code or CB slang.
3. CB radio equipment does not satisfy the requirements for radio facility status.

G. Radio Logs.

1. The operator of all boat, aircraft, and radio facilities must maintain radio logs and formal message logs. All facilities except those in the following list must make log entries:
 - a. Boats under 65 feet in length;
 - b. Aircraft, and;
 - c. Vehicles with land mobile radio facilities aboard.
2. The above exceptions apply only when operating for a Coast Guard or Auxiliary shore unit. Facilities not under the direct control of a Coast Guard station or Auxiliary fixed land facility must make log entries. Where possible operators of boats and aircraft must set up and maintain a fixed shore-side radio guard. These facilities are better equipped to maintain accurate radio logs.
3. Auxiliarists must make radio logs available to appropriate authority upon request.
4. Auxiliarists must maintain radio logs for one year except when distress traffic is recorded. When distress traffic is recorded, the retention period is three years. When a radio log contains information pertinent to an investigation or claim, the retention period may be longer.
5. Auxiliarists must not allow the act of keeping a radio log to interfere with the safe operation of the facility. If completing a log entry during an event could create an unsafe situation or is impractical (as in the case of a land mobile handheld facility), the Auxiliarist may defer the log entry until the event is over. The Auxiliarist will then make log entries from memory. The use of an audio cassette recorder is helpful.

H. Computers. Auxiliarists may apply computers in Auxiliary operations and communications where possible (including administrative communications). Computers are effective for such activities as SAR planning and the transmission of

"electronic mail" through bulletin boards. The telecommunications division of the national staff's operations department (DVC-OT) is the focal point to coordinate efforts to expand Auxiliary computer use in the operational area.

- I. **Authorized/Required Frequencies.** The following list of frequencies contains the frequencies authorized for Auxiliary use and those required to operate. Auxiliary radios or Auxiliarists may use the authorized frequencies for official use. However, Auxiliary radios must contain the required frequencies.

AUTHORIZED FREQUENCIES

AUTHORIZED FREQUENCIES					MAX
PURPOSE	FREQUENCY			MODE	POWER
VHF-FM CG Working	Channel 21A	(157.050 MHz)		FM	25W
	Channel 23A	(157.150 MHz)		FM	25W
	Channel 81A	(157.075 MHz)		FM	25W
	Channel 83A	(157.175 MHz)		FM	25W

Coast Guard Liaison/Working	Channel 22A	(157.100 MHz)		FM	25W
	2671.4	(2670) KHz		SSB	100W

HF-AM/DSB CG Auxiliary Working	27.980	MHz		AM	5W

Distress, Safety, Calling	Channel 16	(156.800 MHz)		FM	25W
	2183.4	(2182) KHz		SSB	100W
	Alternate Channel - Channel 09	(156.450 MHz)		FM	25W

Intership Safety or SAR Ship to Aircraft	Channel 06	(156.300 MHz)		FM	25W

2 - 4 MHz District Working	(As Appropriate Only)			SSB	100W

CG Aeronautical Working	121.5	MHz	(distress)	AM	10W
	122.9	MHz	(SAR training)	AM	10W
	123.1	MHz	(SAR)	AM	10W

Non-Marine Working	143.280	MHz		AM/FM	25W

Aircraft HF	3121.4	(3120)	KHz (rotary wing)	SSB	400W
	3124.4	(3123)	KHz	SSB	400W
	5693.4	(5692)	KHz (primary) (rotary)	SSB	400W
	5697.4	(5696)	KHz (primary)	SSB	400W
	8981.4	(8980)	KHz (rotary wing)	SSB	400W
	8985.4	(8984)	KHz	SSB	400W

UHF air to air, air to ground	381.7	MHz	(air/surface)	AM	30W
	381.8	MHz	(air/surface)	AM	30W
	383.9	MHz	(air/surface)	AM	30W

Datum marker buoys	240.6	MHz			
	242.65	MHz			
	275.1	MHz			
	156.75	MHz (Ch 15)			

AUTHORIZED FREQUENCIES

REQUIRED FREQUENCIES

FREQUENCY	LAND	AIR/SURFACE	REMARKS:
			See next page numbered notes.
Ch 21A (157.050 MHz)	x	x	Notes 1, 2.
Ch 23A (157.150 MHz)	x	x	Notes 1, 2.
Ch 81A (157.075 MHz)	x	x	Notes 1, 2.
Ch 83A (157.175 MHz)	x	x	Notes 1, 2, 3.

27.980 MHz (AM)			Note 4.

Ch 22A (157.100 MHz)	x	x	Government to non-government liaison frequencies
2671.4 (2670) KHz			

Ch 16 (156.800 MHz)	x	x	Notes 2, 5.
2183.4 (2182) KHz			Note 5.

Ch 06 (156.300 MHz)	Note 6.	x	Note 7.

2 - 4 MHz			Assigned by districts.

121.5 MHz		x	Notes 8, 10.
122.9 MHz		x	Notes 8, 10.
123.1 MHz		x	Notes 8, 10.

143.280 MHz			

3121.4 (3120) KHz			Notes 9, 10.
3124.4 (3123) KHz			"
5693.4 (5692) KHz (primary)			"
5697.4 (5696) KHz (primary)			"
8981.4 (8980) KHz			"
8985.4 (8984) KHz			"

381.8 MHz			Note 10.

240.6 MHz			Most frequently used datum marker buoy frequencies.
242.65 MHz			
275.1 MHz			
156.750 MHz (Ch 15)			

REQUIRED FREQUENCIES

Notes on authorized frequencies:

NOTE 1: Auxiliarists need only the appropriate group/district VHF-FM working frequencies for the operation area. The director, with the approval of the appropriate district chief of telecommunications, may also authorize Auxiliary operational facilities to use secondary Coast Guard working frequencies on a sole use or shared basis.

NOTE 2: The following limitations apply to Auxiliary aircraft use of VHF-FM Marine Band frequencies:

- a. Auxiliarists must not use air-to-air VHF-FM except when needed for a common band on multiple unit SAR operations.
- b. Aircraft must use 1 watt power output (low). Higher power may be used ONLY when needed to ensure communications.
- c. Aircraft must not transmit on VHF-FM frequencies when operating above 3000 feet above ground level. The only exceptions are in emergencies or when no other means of communications with a Coast Guard or Auxiliary ground station is available.
- d. Aircraft must monitor Channel 16, or the Coast Guard working channel specified by the controlling base station, if practical.

NOTE 3: Auxiliarists must not use Channel 83A (157.175 MHz) in areas where interference is possible with Canadian users of this frequency.

NOTE 4: 27.980 MHz is for hand held portable use only, in inland areas beyond the range of established Coast Guard VHF nets. The district commander must recommend to Commandant (G-SCT) specific geographic areas for 27.980 MHz use.

NOTE 5: Distress, Safety, Calling.

- a. Channel 16 (156.800 MHz) is a required frequency for the Auxiliary. However, Auxiliarists must remember that the maritime community and the general boating public may also use this frequency.
- b. 2183.4 (2182) KHz is not a required frequency, but the ability to monitor or work this distress frequency is an operational asset.
- c. Auxiliarists must avoid operating on Channel 16 (156.800 MHz) or 2183.4 (2182) KHz unless absolutely necessary to establish or maintain SAR communications. Channel 22A (157.100 MHz) is the government to non-government liaison frequency.

NOTE 6: Auxiliarists with fixed land radio direction finding stations must have the capability of receiving on Channel 6 (156.300 MHz). Also, the Coast Guard requires fixed land and mobile radio stations to have the capability of communicating on Channel 6.

NOTE 7: For SAR or safety purposes only, Auxiliarists may use Channel 6 (156.300 MHz).

NOTE 8: The director must coordinate with the telecommunications

branch chief on the use of aeronautical frequency 123.1 MHz for SAR operations, and 122.9 MHz for SAR training with Auxiliary aircraft facilities.

NOTE 9: These are the most common HF aircraft frequencies used by the

Coast Guard. Auxiliary aircraft with HF transceivers must coordinate their frequency selection with the Coast Guard or Auxiliary ground stations and aircraft with which they will be working.

NOTE 10: Aircraft only use.

J. Inspections.

1. The director must arrange to conduct an initial inspection of each fixed land, land mobile, and RDF facility and, thereafter, every three years (that is, an inspection for 1996 will be good through 1998). Only an AUXOP Auxiliarist or a flotilla, division, district, or National communications staff officer who has successfully completed the Auxiliary Communications Specialty Course may conduct an inspection. The inspector must report the results on the offer for use form, CG-2736A, to the director. The Auxiliary must complete all inspections following the initial inspection before the district deadline set by the director. RDF facilities must meet the technical requirements for paragraph B.1.e.
2. Radio equipment permanently installed on operational boats and aircraft is boat/aircraft equipment. The boat or aircraft inspector must report the initial and each annual inspection on inspection form CG-2736 or CG-2736B, as appropriate.
3. The owner of inspected radio equipment is solely responsible for the proper and timely maintenance of the equipment.
4. Auxiliarists may not inspect their own radio facility or those owned by members of their immediate family.
5. Land mobile owners may carry a copy of their approved Radio Facility Inspection Report, Form CG-2736A, in the vehicle. The inspection form lists the basic radio unit as well as any supporting equipment. Carrying the approved form, along with the facility decal and the Auxiliarist's ID card, will probably satisfy any enforcement agency query as to why the equipment is in a vehicle (or being carried) and the purpose.

K. Navy-Marine Corps Military Affiliate Radio System (NAVMARS).

The U.S. Navy set up the Navy-Marine Corps Military Affiliate Radio System (NAVMARS) to provide emergency communications as an adjunct to normal Naval communications. The Coast Guard Auxiliary can use NAVMARS for administrative and other quasi-official traffic, exercise traffic, drill messages, and emergency communications.

1. Auxiliarists holding a Technician, or higher class amateur radio license, wishing to join the NAVMARS program, or who need its services, may contact their NAVMARS Area Coordinator either directly, if known, or through their DSO-CM.
2. Auxiliarists should keep the DSO-CM advised of their NAVMARS activity.

L. Reporting Radio Violations. Auxiliarists hearing a violation of FCC rules should submit a Report of Violation of Radio Regulations or Communications Instructions, CG-2861A (see CHAPTER 2, paragraph E).

1. Auxiliarists must tape record, if possible, all violations, especially hoax distress calls. When recording violations, turn the radio receiver squelch off. This will permit an analysis of transmitter signature characteristics.
2. Auxiliarists must submit the violation reports, along with the recording, to the district commander (dtm).
3. The violation reports must include the name and location of the alleged offender (if known), date and time of offense, description and circumstance of violation. The report must include, if available, a transcript or audio tape of the transmissions in the violation.
4. If a violation case goes to court, Auxiliarists may be required to testify. Therefore, always maintain a complete log with notes of all relevant activities.
5. Facility owners with 121.5 MHz, 243 MHz, or 406.025 MHz RDF capability must be especially alert for EPIRB false alarms. Up to 95% of EPIRB transmissions are due to negligence, carelessness, improper handling or stowage.

M. Auxiliary Communications Watchstanders. Auxiliary communicators are an integral part of the Coast Guard's radio network. To the mariner, an Auxiliary communicator is the Coast Guard - not a volunteer, a part-timer, or a novice. The Auxiliary communicator must strive to maintain the public trust in the integrity of the Coast Guard radio network.

1. Qualifications.

- a. **At Coast Guard Units.** Auxiliary communications watchstanders at Coast Guard units must meet the unit's training and qualification requirements. This means completing Group and Station Communications Watchstander Qualification Guide, COMDTINST M16120.7 (series) and any local requirements.

- b. **At Auxiliary Facilities.** Auxiliary communications watchstanders at Auxiliary facilities must have completed the Communication Specialty (AUXCOM) course and any other requirements established by the director.
 - c. **Local Knowledge.** Auxiliary watchstanders, in addition to local qualifications and training, must be thoroughly familiar with the local operating area. This includes the local names of places that may not be the same as those charted.
2. **On the Air.** Auxiliary communicators deal with people exhibiting a wide variety of emotions. These include confusion, hysteria, impaired thinking (due to alcohol, drugs, fatigue, or hypothermia), aggression, panic, and simple ignorance. By talking in a calm, professional tone of voice, an Auxiliary communicator can soothe a distressed boater enough to complete the necessary communications and effectively provide help. Some important skills for the communicator are:
- a. Speech - keep it even, not too fast, and not too loud.
 - b. Speak clearly.
 - c. Concentrate - be clear on what you intend to say - THINK.
 - d. Relate to the level of the caller - adult, child, novice, fisherman, professional mariner, etc.
 - e. Give your full attention - LISTEN, TAKE NOTES.
 - f. Use Coast Guard radio procedures, but NOT slang or acronyms. The average boater may not understand words like POB, PIW, and PFD.
 - g. Do not be defensive. Keep calm.
 - h. Be confident -- remember, you represent the Coast Guard.
 - i. Accept the distance between you and the crisis. You cannot reach through the microphone to help.
 - j. Know your area of responsibility (AOR).
 - k. Be objective -- overcome personal reactions to situations.
 - l. Accept that there is only so much you can do.

N. Responding To Mariner Request For Information. Mariners may, from time to time, request Auxiliary communicators to provide various types of information. Auxiliary communicators may respond to information requests as per the below policies. Local Coast Guard policies will guide Auxiliary communications watchstanders at Coast Guard units.

1. **Navigational Information.** Auxiliarists may pass any information contained in any recognized published document. This includes current National Oceanographic Service (NOS) and Army Corps of Engineers (ACOE) charts, Local Notice to Mariners, Light Lists, Coast Pilots, etc. Auxiliarists may also provide bearings (either true or magnetic) between charted objects. However, Auxiliarists may not give or recommend compass courses because of the unique aspects of deviation, wind, and current. In all cases, the Auxiliarist must be sure the mariner understands whether true or magnetic bearings are being provided. If a mariner asks for a specific compass course, the Auxiliarist must advise them that these cannot be determined or calculated over the radio. When using bearings on buoys, the Auxiliarist must advise the mariner that the charted position is being used and the buoys could be off station.
2. **Lost or Disoriented.** Finding the lost or disoriented boater without on scene reference points is difficult, if not impossible.
 - a. Even with radio direction finding (RDF) units, an appreciable error may exist. Ask the boater about any visual landmarks, aids to navigation, or area characteristics that could help determine their location.
 - b. If a general location can be determined, an appropriate response might be: "Based on the information you have provided, your boat appears to be in the vicinity of _____. Recommend you study the chart for that area or consult with a passing boat before proceeding further."
 - c. If poor visibility or darkness is the cause, suggest the boater anchor until the situation changes. Before making this suggestion, however, always evaluate all on scene factors to make sure the suggestion will not change their situation to a distress.
3. **Weather.** Auxiliarists may pass weather information, but remember that the Coast Guard does not forecast weather. Advise boaters requesting weather information to listen

to the continuous NWS broadcasts and what channels to use in the local area. If a boater does not have NWS capability, Auxiliarists may read the entire text of the latest NWS local weather forecast or warnings (Small craft, gales, etc.). The Auxiliarist must read the weather forecast exactly as written, including that it is NWS information for a particular area, the geographic area for the weather information, and period for which the forecast is valid. Auxiliarists may also pass observed weather conditions, as long as they are reported as "observed" and the time and location of observation noted. Always make a log entry of the transmission and the weather information passed.

4. **Third Party Radio Traffic.** The Coast Guard does not normally handle third party traffic. Auxiliary radio facility operators must advise boaters requesting this type of service of the local marine operator channels. This does not, however, prevent an Auxiliary facility from passing requests for non-distress help per Coast Guard policy. This allows the Auxiliarists to pass information to a local salvor, a marina, or a friend who could help.
5. **Accuracy.** Auxiliary communicators must always remember that they represent the Coast Guard. They must do everything possible to be sure no transmission places the organization in jeopardy or impair the public trust. Do not assume, guess, or try to have all the answers. Stick to the facts and be sure that the person receiving the information understands the source, limiting factors, and cautions of all information. Make sure when passing information that it is prudent and based on fact. Auxiliarists must never pass information which is opinion or conjecture. Always make a log entry of each transmission and the information passed.
6. **Timeliness.** Auxiliarists must immediately respond to requests where the boater's navigation safety is in jeopardy. Auxiliarists may pass other types of information, usually for the convenience of the mariner, if it does not interfere with operations.
- O. **Communication With Civilian Emergency Services.** Many SAR and disaster situations involve both Coast Guard resources and civilian (non-federal government) emergency services. In these situations it may be necessary for all emergency resources to communicate with each other to coordinate the use and safety of emergency personnel. The preferred communication method is for the civilian station to shift to a government frequency for the duration of the case. On VHF-FM this would be Channel 21A, 23A, or 83A. Remember, using Channel 22A would probably cause interference problems if any

other SAR situations develop in the local area. Use Channel 81A only if the event is an environmental problem. The use of a government channel by a non-government station is allowed by the FCC rules. Using a government channel also precludes Auxiliary facility involvement in possible law enforcement actions or operation with a civilian service which has a totally different set of operating procedures. In addition, if the non-Coast Guard station is another federal government station, such as a CAP or DOD unit, the same guidance applies. Most units in maritime SAR have radio equipment capable of working on VHF-FM marine channels.

- P. **Frequency Request.** The following is a sample letter format for requesting new frequency assignments (as specified in paragraph B.1.g).



U.S. DEPARTMENT OF TRANSPORTATION UNITED STATES COAST GUARD AUXILIARY

16798

[date]

From: [Name] , [Member Number]

To: DVC-OT

Via: DSO-CM

Subj: REQUEST FOR FREQUENCY ASSIGNMENTS FOR AUXILIARY RADIO STATION

Ref: (a) Chapter 9, Paragraph B.1.g, Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

1. As per reference (a), I request authority for an Auxiliary Radio Station, [state reason for request] .

2. DATES REQUIRED: [Specify]

3. TRANSMITTER LOCATION: [Specify]

4. TRANSMITTER COORDINATES:
[latitude & longitude in degrees, minutes, & seconds]

5. CALL SIGN: [If required]

6. FREQUENCIES: [Specify]

[NOTE: If more than one frequency is required, provide frequency separation criteria between F1, F2, etc. If frequency separation criteria is not required, state: "Frequency separation not applicable."]

7. EMISSIONS: [for example, 16KF3E, 6KA3E, etc.]
8. POWER: [Maximum power for each emission]
9. TYPE: [point to point, ship/shore, air/ground, radio navigation, test & maintenance, etc.]
10. ANTENNA DATA: [Required for all land station emissions above 30 MHz]
- a. Antenna name: [Generic preferred]
 - b. Orientation:
 - c. Gain: [Nominal]
 - d. Site (terrain) elevation above mean sea level:
 - e. Antenna height above terrain:
 - f. Antenna polarization:
[Required only for assignments above 420 MHz. For fixed (point to point) assignments, receiver location, coordinates, and antenna data for receiving site are also required.]
11. EQUIPMENT NOMENCLATURE: [for example, Manufacturer's model number or series]
12. MILEAGE RADIUS AND NUMBER OF MOBILES: [Specify]
[owner's name and signature]

**FORMAT FOR TELEPHONE, PRELIMINARY AND FINAL MESSAGE REPORT FOR
COAST GUARD AUXILIARY AVIATION MISHAPS.**

PRIORITY

FM: _____

TO: COMDT COGARD WASHINGTON DC //G-TCG//G-KSE//G-NAB//G-OAV//

INFO: (AS APPROPRIATE)

ACCT CG-W2GARC

BT

UNCLAS FOUO //N03750//

SUBJ: AUXILIARY AVIATION MISHAP REPORT (rcn-5102-1)

A. SAFETY AND ENVIRONMENTAL HEALTH MANUAL (COMDINST M5100.47)

1. AUXILIARY UNIT AND MISHAP REPORT IDENTIFICATION NUMBER
2. DATE AND LOCAL TIME OF MISHAP (11/14/92), (2100R)
3. LOCATION OF MISHAP (10NM EAST OF OTIS ANGB, 00-00N 000-00W)
4. AIRCRAFT TYPE AND IDENTIFICATION NUMBER
5. DESCRIBED DAMAGE AND ESTIMATED COST OF REPAIR, INCLUDE NON-AIRCRAFT PROPERTY DAMAGE AND COST
6. NARRATIVE DESCRIPTION OF MISHAP (BREVITY IS DESIRED BUT PROVIDE A CLEAR PICTURE OF WHAT HAPPENED. INCLUDE DAMAGES AND CAUSES.
7. WHEATHER AT TIME AND PLACE OF MISHAP. (SKY CONDITIONS, VISIBILITY, WIND, SEA STATE, TEMPERATURE) (EG. 3000 BKN, VIS 10NM, RAIN, WIND 240/15 KTS, SEAS SW 6-7 FT, OAT 7C) STATE WHETHER CONDITIONS WERE IMC OR VMC.
8. TYPE OF MISSION, TIME IN FLIGHT, VFR OR IFR FLIGHT PLAN FILED. STATE WHETHER UNDER COAST GUARD ORDERS.
9. PERSONNEL INVOLVED IN MISHAP, RANK, CREW POSITION AND INJURIES OF UNIT PERSONNEL, PASSENGERS AND NON OCCUPANTS.
10. ADDITIONAL INFORMATION AS APPROPRIATE.
11. NAME, RANK, PHONE NUMBER OF PERSON TO CONTACT REGARDING MISHAP.(EG. J. A. SMITH, CAPT, (504)942-3005)

BT

APPENDIX B

INFORMATION REQUIREMENTS FOR A CORPORATE OWNED FACILITY (BOAT, AIRCRAFT, OR RADIO STATION)

1. Name of Corportion: _____
2. Address of Corportion: _____
3. State and Date Incorporated: _____

4. Purpose of Corporation: _____

5. List Name and Title of all officers and directors. Use as many sheets as needed. _____

6. Is this a flotilla, division, or district related Corporation? Yes____, No____. If yes, specify which: _____

7. Are all members of flotilla, division, or district members of Corporation? Yes____, No____. Percent: _____
8. Percent of Corporation owned by Auxiliarist(s): _____
9. Relationship between Corporation and Auxiliary: _____

10. Relationship of Non-Auxiliary stockholders or members to Auxiliary: _____

11. How was facility acquired by Corporation?
(a) Purchased____ Date: _____;
(b) Donated____ Date: _____ Name of Donor: _____

12. Attach Corporate Resolutions.

ENCLOSURE (1) TO COMDTNOTE 16798

APPENDIX B

THE FOLLOWING TO BE ANSWERED FOR OPERATIONAL FACILITY STATUS.

1. Is facility dedicated to Coast Guard and Auxiliary use only?
Yes____ or No____.
2. Is facility only used when under Coast Guard orders?
Yes____ or No____.
3. Primary use of Facility: _____

- | 4. Attach authorization for non-owner use of Auxiliary facility
| (make sure all person(s) authorized to operate facility while
| under Coast Guard orders are listed) as outlined in CHAPTER
| 2, paragraph I.

Primary Auxiliary User:

Corporate Facility Owner

Signature

Name (print or type)

Name (print)

Signature of Officer

Member Number

Name & Title of Officer

SAMPLE FORMAT FOR CORPORATE OWNERSHIP

[name of corporation]

CORPORATE RESOLUTION

I, _____, duly elected Cleark/Secretary of
below hereto were duly adopted by all of the existing Directors
holding office at a meeting held on _____, 199__.

I further certify that said Votes are in accordance with law,
the By-Laws and Articles of Incorporation/Organization of said
Corporation, and that said Votes are presently in full force and
effect and have not been adversely affected by any other Vote of
the Directors of Stockholders of this Corportation.

VOTED: That the Corporation offer the Vessel/Aircraft/Radio
Station described in the attached U.S. Coast Guard
Offer of Use Form as an Auxiliary Facility/Operational
Facility (hereinafter referred to as "the Facility"),
in accordance with the provisions of Title 14, U.S.C.
826 and applicable regulations, and that the
President, Treasurer or any Vice President of this
Corporation, acting singly, be and is hereby
authorized and empowered, in the name of and on behalf
of this Corporation, and with or without corporate
seal, to execute and deliver to the United States
Coast Guard, or Coast Guard Auxiliary, now or at any
time in the future, such forms, applications,
documents, instruments and writings, without
limitation upon such terms and conditions and whenever
the said President, Treasurer or any Vice President
shall deem it necessary or desirable pertaining to the
use of the Facility, and the execution thereof shall
be sufficient evidence of the determination
authorizing the transaction by the Board of Directors.

VOTED: That the Facility may be utilized and operated by the
attached list of Coast Guard Auxiliarists who may use
the Facility for any authorized Coast Guard or Coast
Guard Auxiliary purpose, provided the Coast Guard
issues reimbursable or non-reimbursable patrol orders.

VOTED: That the Corporation understands that the Facility may be used in circumstances which could result in damage to the Facility and/or third party claims. The Corporation understands that pursuant to Title 14 U.S.C. 830 and Coast Guard REgulations promulgated thereunder that loss or damage to the Facility and/or third party claims could occur which would not be paid for or reimbursed by the Coast Guard. The Corporation has determined that it has adequate insurance in the event the Facility is so damaged or if such a claim results, or has sufficient finances available to assume this risk.

I further certify that the Corporation is validly existing and in good standing, and the person(s) named as officers and Directors of this Corporation, as set forth in the Corporate-Owned facility Application, are true, complete and correct.

A true copy Attest.

Secretary/Clerk

DATED: _____

SAMPLE FORMAT FOR MULTIPLE OWNERSHIP

ASSENT AND AUTHORIZATION FOR USE

The undersigned, being a partial owner of the vessel/aircraft/radio station described below and in the attached United States Coast Guard Offer For Use form as an Auxiliary facility/operational facility (hereinafter referred to as "the Facility"), in accordance with the provisions of Title 14 U.S.C. 826 and applicable regulations, assent to the Facility being utilized and operated by the attached list of Coast Guard Auxiliarists who may use the Facility for any authorized Coast Guard or Coast Guard Auxiliary purpose, provided the Coast Guard issues reimbursable or non-reimbursable patrol orders. The undersigned understands that the Facility may be used in circumstances which could result in loss or damage to the Facility and/or third party claims, which under Title 14 U.S.C. 830 and applicable Coast Guard regulations may not be paid for or reimbursed by the Coast Guard. The undersigned has determined that there is adequate insurance to cover this risk or that they are prepared to assume this risk.

DESCRIPTION OF FACILITY OFFERED FOR USE

Boat _____ Aircraft _____ Radio _____

Year, Make, Model _____

ID/Registration/Documentation Number _____

OWNERS ASSENT AND AUTHORIZATION

**[add enough date, name, address, percent owner.
signature lines to cover ALL owners]**

Date: _____ Name (type or print): _____

Address: _____

Percent Owner: _____ Signature: _____

Date: _____ Name (type or print): _____

Address: _____

Percent Owner: _____ Signature: _____

Memorandum

U.S. Department
of Transportation

Federal Aviation
Administration

Subject: INFORMATION: Exemption No. 5614 Date: AUG 8 1994

From: Manager, Regulations Branch, AFS-850 Reply to
Attn of: Lynch:2673844

To: CMDR Ron Walters
United States Coast Guard

Per your conversation with Mr. John Lynch on August 4, I am responding to your request for clarification on whether United States Coast Guard auxiliary aircraft are covered under Exemption No. 5614.

Exemption No. 5614 applies to your auxiliary aircraft. Under the terms of Exemption No. 5614, those aircraft must be performing authorized missions in an official capacity for the United States Coast Guard.

/s/ Ron Myres

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WASHINGTON, D.C. 20591

In the matter of petition of the

UNITED STATES COAST GUARD
DEPARTMENT OF TRANSPORTATION

for an exemption from Section 91.119(c) Regulatory Docket No. 26976
of the Federal Aviation Regulations

PARTIAL GRANT OF EXEMPTION

The United States Coast Guard (Coast Guard), Department of Transportation, 2100 Second Street S.W., Washington, DC 20593-0001, petitioned for a permanent exemption from Section 91.119(c) of the Federal Aviation Regulations (FAR). A grant of exemption would permit operations over other-than-congested areas at an altitude less than 500 feet, and in the case of operations over open water or sparsely populated areas, at a distance closer than 500 feet to any person, vessel, vehicle, or structure for the purpose of rescuing and aiding persons and protecting and saving property.

The petitioner requires relief from the following section:

Section 91.119(c) prescribes, in pertinent part, that except when necessary for takeoff or landing, no person may operate an aircraft over other than congested areas at an altitude less than 500 feet, except over open water or sparsely populated areas. In that case, the aircraft may not be operated closer than 500 feet to any person, vessel, vehicle, or structure.

The petitioner supports its request with the following information:

The petitioner states that it has a requirement to deviate from ^ 91.119(c), in order to carry out the aid and rescue of person(s) and/or property in distress (search and rescue).

The Coast Guard states that it is empowered by 14 USC 88 to "perform any and all acts necessary to rescue and aid persons and protect and save property." In order to accomplish the saving of life and property, the Coast Guard's aircraft are required to operate at less than 500 feet from persons and vessels in distress. The Coast Guard states that its aircraft are required to perform aerial deliveries of rafts and de-watering pumps from their HU-25 and HC-130 aircraft. On these types of missions, the aircraft are required to operate at 200 feet for the parachute/delivery system to function properly. The Coast Guard states that it sometimes flies at altitudes as low as 100 feet for free-fall deliveries to vessels in distress.

The Coast Guard states that its flightcrews undergo recurrent specialized training to ensure the crews maintain currency and are qualified to perform low-level missions. In addition, the Coast Guard requires competent observers to assist the pilots in maintaining vigilance from conflicting traffic.

The Coast Guard requests permanent exemption from ^ 91.119(c), because the need to rescue and aid persons and to protect and save property will continue to be a required mission.

The Federal Aviation Administration has determined that good cause exists for waiving the 120-day advance filing requirements and for not publishing a summary of the petition in the Federal Register because the exemption, if granted, would not set a precedent and any delay in acting on this petition would be detrimental to the United States Coast Guard.

Ref: Par 3-L
COMDTINST M3710.1C

The Federal Aviation Administration (FAA) analysis/summary is as follows:

The FAA recognizes the uniqueness and the very important life-saving mission the United States Coast Guard performs for the citizens of this country and the world, and has determined that a grant of exemption is very much in the public interest. Each year the Coast Guard responds to many life-and-death rescue operations which require them to deviate from ^ 91.119(c) to ensure that life and property are saved. Although FAA recognizes the Coast Guard's continuing need for this exemption, the FAA's position consistently has established that exemptions should be granted for 2-year increments only. The FAA believes that, due to changes in aviation technology and operational regulations, among other factors, grants of exemption require periodic review and updating. Consequently, the FAA has determined that it would be inappropriate to extend the expiration date beyond that which is normal and customary.

The FAA has determined that, by operating under the condition of this exemption, the petitioner will maintain a level of safety equivalent to that provided by the rule.

In consideration of the foregoing, I find that a grant of exemption is in the public interest and would not have an adverse effect on air safety. Therefore, pursuant to the authority contained in Sections 313(a) and 601(c) of the Federal Aviation Act of 1958, delegated to me by the Administrator (14 CFR 11.53), the United States Coast Guard is hereby granted an exemption, No. 5614, as amended by Exemption No. 5614A, from ^ 91.119(c) of the Federal Aviation Regulations to the extent necessary to permit it to conduct missions involving the rescue and aid of persons and protection and saving of property while over other than congested areas at an altitude less than 500 feet, and in the case of operations over open water or sparsely populated areas, at a distance closer than 500 feet of any person, vessel, vehicle or structure; the termination date is February 28, 1995, unless sooner superseded or rescinded. The conditions and limitations contained in Exemptions No. 5614/5614A read as follows:

1. Notwithstanding the provisions of this exemption, a pilot of an airplane, engaged in operations authorized herein, is not relieved of the responsibility to see and avoid other aircraft as required by other provisions of the regulations.
2. Notwithstanding the provisions of this exemption from ^ 91.119(c), a pilot of an airplane, engaged in operations authorized herein, is not relieved of the responsibility to comply with the other provisions of ^ 91.119.
3. Notwithstanding the provisions of this exemption, a pilot of an airplane, engaged in operations authorized herein, is not relieved of the responsibility to comply with the appropriate FAR for operations inside the boundaries of Airport Traffic Areas, Terminal Control Areas, and Airport Radar Surveillance Areas without coordination with, and approval by the air traffic control manager of the area involved.
4. Operations authorized herein must be performed:
 - a. In airspace that overlies the coastline of the United States and beyond to the high seas; and
 - b. While operating in flight conditions of not less than one statute mile visibility and maintaining clear of clouds.
5. Notwithstanding the provisions of this exemption, the pilot in command may deviate from the conditions and limitations of this exemption, provided the reason for that deviation is the rescue and aid of persons or the protection and saving of property, and that it can be performed without causing undue hazard to persons or property on the surface.

Flight Standards Service
Issued in Washington, D.C. on March 30, 1993

//signed//

(Originals on file at Commandant (G-OAV))

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